

City of Boston Archives and Records Management Division



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Guide to the Records in the City of Boston Archives

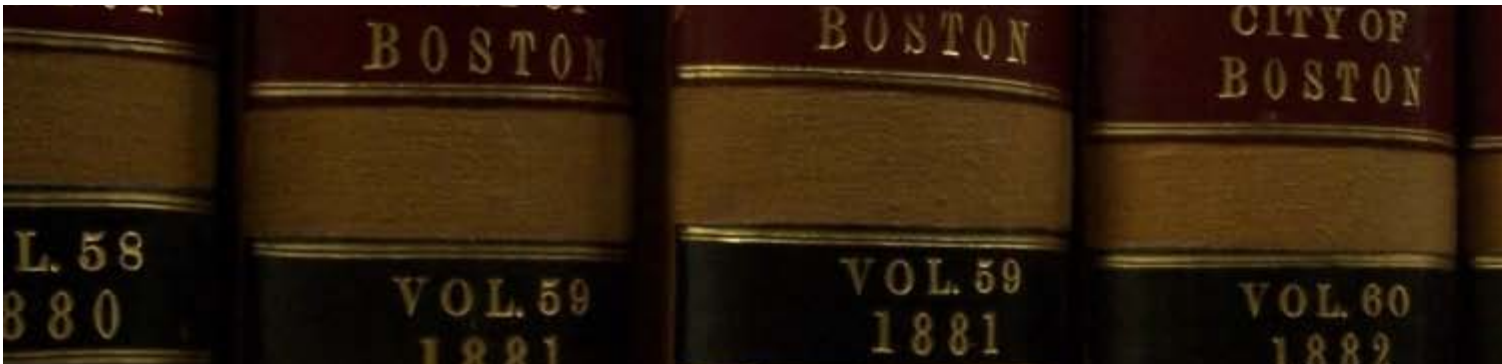


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SUMMARY INFORMATION

- Repository**
 - City of Boston Archives and Records Management Division
- Title**
 - Guide to the Records in the City of Boston Archives

INTRODUCTION

This Guide was created by the staff of the City of Boston Archives with funding from a grant from the [National Historical Publications and Records Commission](#) (NHPRC). The Guide is organized by departmental record groups and provides brief historical information and descriptions of record series under each department. The numbering scheme was modeled after the system used by the Seattle Municipal Archives. The first two digits represent the record group or collection, the second two digits represent a division/office or predecessor department under that department and the last three digits represent the record series. The historical information in the Guide was derived

Boston Licensing Board

Boston Management Consortium

Boston Redevelopment Authority

Budget Office

City Clerk, Office of the City Council

Civil Rights, Office of

Consumer Affairs and Licensing

Criminal Justice, Mayor's Office of

Economic Development and Industrial Corporation of Boston (EDIC)

Elderly Commission

Election Department

Emergency Shelter Commission

Environment Department

Finance Commission

Fire Department

Inspectional Services Department

Institutions, Public

Intergovernmental Relations

Law Department

Mayor, Office of the

Model Cities Administration

Neighborhood Development (Public Facilities Department)

Neighborhood Services, Office of

Non-City records

Parks and Recreation Department

from multiple sources including city records, [municipal registers](#), and laws and ordinances. The index includes alternate names, subordinate departments/divisions, as well as, obsolete or predecessor department/committee/program names. Links are provided to available finding aids throughout the Guide. The finding aids can also be accessed on the [finding aids page](#) of the City Archives website.

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Planning Board	Events
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Personal Name(s)

- Councilor Brian J. McLaughlin: [City Council](#)
- Councilor Lawrence S. DiCara: [City Council](#)
- Mayor James M. Curley: [Office of the Mayor](#)
- Mayor John F. Fitzgerald: [Office of the Mayor](#)
- Mayor Kevin H. White: [Office of the Mayor](#)
- Mayor Raymond L. Flynn: [Office of the Mayor](#)
- Mayor Thomas M. Menino: [Office of the Mayor](#)

COLLECTION INVENTORY

8000 Administrative Services Department
Historical note

Chapter 8 of the Ordinances of 1983 created in the City of Boston the Administrative Services Department and consolidated therein certain existing departments. Chapter 3 of the Ordinances of 1956 reorganized the Administrative Services Department and created therein the office of Supervisor of Budgets. Chapter 2 of the Ordinances of 1968 created within the Administrative Services Department the office of Deputy Director of Administrative Services for Fiscal Affairs. Chapter 5 of the Ordinances of 1974 reorganized the Administrative Services Department and created the office of Supervisor of Labor Relations. The Administrative Services Department provides much of the internal framework and support services for the operation of the City Government.

8000.001 Records 1948-1976 80 record cartons
Scope and Contents note

Administrative and subject files of the Director of the Administrative Services Department, 1948-1976. Includes files on departments, annual reports, correspondence, city policies and procedures, and personnel related matters. This collection is unprocessed.

8000.002 Publications circa 1956-1988 17 volumes
Scope and Contents note

Includes employee handbooks, City Hall telephone directories, indexes to city services, and Municipal Administration Conference reports.

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1xxx Annexed cities and towns
Historical note

The following cities and towns were annexed to Boston: City of Roxbury (1868); Town of Dorchester (1870); City of Charlestown (1874); Town of Brighton (1874); Town of West Roxbury (1874); and Town of Hyde Park (1912). Records of annexed cities and towns can also be found in the Boston Public Library.

1300.001 Roxbury, City of 1768-1868 (Bulk, 1821-1868) 22 record cartons and 271 volumes
Scope and Contents note

Records of the Town and City of Roxbury prior to annexation to Boston in 1868. Includes Selectmen and City Council records, tax records, financial records, City Clerk filings, Census records, City Documents and publications.

[Link to finding aid](#)

1100.001 Dorchester, Town of 1784-1870 (Bulk, 1806-1870) 35 document cases, 145 volumes, 6 flat boxes, 2 publication boxes and 1 flat file
Scope and Contents note

Records of the Town of Dorchester prior to annexation to Boston in 1870. Includes tax records, town proceedings, financial records, military records and town reports.

[Link to finding aid](#)

1400.001 West Roxbury, Town of 1851-1874 4 record cartons and 59 volumes
Scope and Contents note

Records of the Town of West Roxbury prior to annexation to Boston in 1874. Includes tax records, financial records and town reports.

[Link to finding aid](#)

1200.001 Charlestown, City of 1725-1874 12 record cartons and 153 volumes
Scope and Contents note

Records of the Town and City of Charlestown prior to annexation to Boston in 1874. Includes tax records, financial records, militia records, town reports and publications. Also includes manuscript records of the Selectmen, Overseers of the Poor and Fire Department.

[Link to finding aid](#)

1500.001 Brighton, Town of 1823-1873 30 volumes, 1 document case and 3 oversized flat boxes
Scope and Contents note

Records of the Town of Brighton prior to annexation to Boston in 1874. Includes tax records, financial records, town reports and publications.

[Link to finding aid](#)

1600.001 Hyde Park, Town of 1868-1912 150 volumes and 7 record cartons
Scope and Contents note

Records of the Town of Hyde Park prior to annexation to Boston in 1912. Includes tax records, town proceedings, financial records, voter registrations and town reports.

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0272 Arts, Tourism and Special Events
Historical note

The Mayor’s Office of Arts, Tourism, and Special Events (MOATSE) is the name for the office that currently fulfills the duties of the Office of Arts and Humanities and the Office of Business and Cultural Development. The Office of Arts and Humanities was established by the City Council (C.B.C. Ord. 15-9) in 1986 at the request of then Mayor, Raymond L. Flynn. Its purpose was to stimulate and support efforts to preserve and develop cultural facilities in the City of Boston. The Office of Business and Cultural Development was established by the City Council in 1984 (Ord. 1984, c. 15) in order to provide assistance to the cultural, business, and residential communities of Boston. The office worked actively with the tourism, convention, and hospitality industries on programs to market and to promote the City of Boston as a visitor destination.

In 2004, Mayor Thomas M. Menino merged the Mayor’s Office of Special Events, Tourism, and Film and the Office of Cultural Affairs under the Office of Arts and Humanities. The new office was named the Mayor’s Office of Arts, Tourism, and Special Events. The MOATSE carries on and supports the duties and responsibilities of both the Office of Arts and Humanities and the Office of Business and Cultural Development through its sponsorship and promotion of numerous cultural events, public art exhibits, concerts, and festivals. In conjunction with these duties, the MOATSE serves as an umbrella office for the Boston Cultural Council, the Boston Arts Lottery Council, the Boston Art Commission, and the Office of Special Events, Tourism, and Film.

0272.001 Arts Festival records 1952-1964 1 record carton, 6 volumes
Scope and Contents note

The bulk of the material in this collection consists of news clippings and scrapbooks, 1952-1954 and 1962-1963, covering all aspects of the festival including performances, award winning works, events and programming, community involvement, and critical response. Also included in the collection are the 10th Anniversary Report of 1962, covering expenses, fundraising and programming; Executive Committee minutes, 1958-1964; trustees meeting minutes, 1952 and 1954-1958; income sources; membership mailings; and press releases.

0272.100 Art Commission
Historical note

The Boston Art Commission, established in 1890, is the oldest municipal art commission in the United States. Originally a fully independent body, the Art Commission was brought together with five other commissions to form the Environment Department in 1982 (Acts, 1982, Chap. 624). This act’s purpose was to coordinate the related concerns of all six commissions and streamline the use of each body’s staff resources. Under the Environment Department, the Art Commission (as well as the other five) retained its independence to carry out its statutory obligations. In 1986, the Art Commission was reorganized as a board within the Office of Arts and Humanities (Ord. 1986, c. 4 § 2). The Mayor appoints the Art Commission; it consists of five Boston residents, each representing a Boston cultural institution. The Boston Art Commission exercises legal authority to approve and site new public art on property owned by the City of Boston. In addition, the Art Commission preserves and protects all monuments, paintings, statues, fountains and memorials on City property.

0272.101 Proceedings 1890-1959 6 volumes
Scope and Contents note

Minutes of the meetings of the Art Commission.

0272.102 Annual reports 1899-1945 3 volumes
Scope and Contents note

Annual reports of the Boston Art Commission. Several reports include inventories of art belonging to the City of Boston. Annual reports can also be found in the [City Documents series](#).

0272.103 Plans 1953 1 oversized folder
Scope and Contents note

In 1953, the Art Commission was informed by the Traffic Commission that a new traffic layout for Copley Square still seemed the most satisfactory traffic solution. The Art Commission revised and developed plans to give the resulting new square a setting worthy of its surroundings. Includes plans, drawings and sketches for a proposed "New Copley Square" in 1953.

0272.104 Publications 1858-1973 29 volumes

Scope and Contents note

Publications from the Art Commission library. Includes memorials and dedication volumes, art volumes, and works on Boston history.

0272.200 Boston Arts Lottery Council

Historical note

The Massachusetts Arts Lottery Council allocated funds annually to Boston to be re-granted to non-profit arts organizations in the City. The Office of Arts and Humanities was responsible for re-granting of the Arts Lottery funds.

0272.201 Grant applications 1983-1990 14 record cartons

Scope and Contents note

Includes grant applications, budgets and supporting documentation.

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2100 Assessing Department

Historical note

Section 15 of Chapter 110 of the Acts of 1821, "An Act Establishing the City of Boston," provided the City Council with the power to assess taxes. The same section provided for the election by the City Council, Mayor and Alderman, or by the citizens of Assessors and Assistant Assessors. Prior to 1854, the Assessors were located within the Treasury Department. Assessors, as well as, Assistant Assessors were chosen by concurrent vote of the City Council until 1885. In 1885, the power to appoint Assessors was transferred to the Mayor subject to confirmation by the Board of Aldermen. Chapter 93 of the Special Acts of 1918 reorganized the Assessing Department and created a Board of three Assessors appointed by the Mayor and subject to his removal.

The Assessing Department operates under the jurisdiction of the Commissioner of Assessing and is divided into three programs: Tax Administration, Valuation, and Abatement. The Department determines the fair cash value and classification of all real and personal property located in the city. The department maintains official maps, property description data, ownership records and assessment, abatement and exemption records.

2100.001 Proceedings of Board of Assessors 1837-1957 with gaps 43 volumes

Scope and Contents note

Minutes of the Board of Assessors which record the actions of the Board relating to abatements, exemptions, legal questions, the appointment of assessors, etc. Volumes for 1901-1956 are indexed. The volume for 1928-1929 is missing.

2100.002 Proceedings of Dooming Board 1869-1950 with gaps 23 volumes

Scope and Contents note

Minutes of the Dooming Board for the years 1869-1901, 1946-1947 and 1949-1950. Includes the individual or company being assessed a tax on their personal property, the original assessment, and the revised assessment.

2100.003 Correspondence 1894-1910 5 volumes

Scope and Contents note

Incoming and outgoing correspondence of the Assessing Department. Includes mayoral circulars.
2100.004 Real estate, personal estate and poll tax records 1822-1985 approximately 2950 linear feet Scope and Contents note Records of taxes assessed for real estate, personal estate and poll taxes. Includes real estate valuations, 1822-1973; personal estate valuations, 1822-1985; and poll tax assessments, circa 1822-1963. The assessment of poll taxes was abolished in 1963.
2100.005 Abatements 1819-1985 363 volumes Scope and Contents note Records of abatement of real estate, personal estate and poll taxes. The majority of the volumes are registers including names, assessed amounts, amount abated, and reason for the abatement. Also includes certificates of abatement, applications and petitions.
2100.006 List of women returned by the Assessors circa 1880-1890 80 volumes Scope and Contents note Lists of women's names and addresses arranged by ward and precinct.
2100.007 Board of Street Commissioners notices circa 1894-1917 17 volumes Scope and Contents note Notices of apportionment and revision of assessments for street improvements, street watering and sewerage works.
2100.008 Gypsy Moth Assessments 1902-1912 7 volumes Scope and Contents note Records documenting the assessment for the suppression of gypsy moths. Arranged by street these volumes contain the address, name of resident, date summons was mailed, the amount of tax and the date paid of assessments for work done toward the eradication of gypsy moths. Also includes recommendations from the Parks Commissioner and Department of Public Grounds for abatement of assessments for the suppression of gypsy and brown tail moths.
2100.009 Schedule of Trusts 1868-1870 4 volumes Scope and Contents note Volumes containing forms recording the names and addresses of Trustees, Guardians or Executors, and the name of the trust. Includes value of money, interests, and debts owed to the trust; cash on hand; annuities, vessels and parts of vessels, horses and vehicles, furniture exceeding \$1000 value; shares in banks; public stocks, railroad bonds, and securities; and other personal property.
2100.010 Record of Trustees 1920 1 volume Scope and Contents note Includes a list of trustees and their addresses, who or what they were trustees of, their address, and the value of and items held in trust.
2100.011 Exemptions 1935-1985 with gaps 144 volumes Scope and Contents note Lists of exempt properties arranged by clause and by ward/parcel. Exempt properties include properties owned by the City, State, or Federal government or various charitable and religious organizations. These volumes list the addresses, owners of the property and the valuation.

2100.012 Applications for exemptions circa 1911-1921 1 record carton

Scope and Contents note

Applications for exemptions from taxes completed by individuals.

2100.013 Veterans applications 1944-1947 1 volume

Scope and Contents note

Under Chapter 12 of the Acts of 1943, individuals serving in the military could apply for a temporary exemption from real and personal estate taxes. Includes one volume of applications for exemption from 1944-1947.

2100.014 Scrapbook of Advertisements of Property Auctions and Sales 1872 1 volume

Scope and Contents note

Scrapbook of George A. Comins, Real Estate and Mortgage Broker of news clippings of property auctions and sales. Includes some mentions of the "Burnt District".

2100.015 Betterments 1868-1908 1 volume

Scope and Contents note

Includes one volume of betterments assessed to properties whose value benefitted from public works projects such as the widening or paving of streets, 1868-1908.

2100.016 Plans circa 1918-1985 36 flat file drawers

Scope and Contents note

Large format plans arranged by ward number and block. Includes the block numbers, street names, plot dimensions, and building footprints. These plans were used for reference purposes only.

2100.017 Surveyor plans 1877 3 record cartons

Scope and Contents note

In November of 1876, the Board of Assessors requested an appropriation of \$1500 for the purpose of causing the preparation of a set of reduced copies, on tracing cloth, of surveyors' plans of estates, to be used in street and office work in the Assessors' Department. Includes copies of surveyor plans, arranged by neighborhood, which were drawn circa 1856-1877.

2100.018 Returns of Corporations 1865-1875 1 volume

Scope and Contents note

In accordance with Chapter 283 of the Acts of 1865, the Assessors made returns of corporations located in the City of Boston or owning real estate in the City of Boston with a statement in detail of the value of works, structures, real estate and machinery and amount of taxes assessed. Includes one volume of returns for 1865-1875.

2100.019 Stock book 1857 1 volume

Scope and Contents note

One volume labeled "Stock Book" which lists names, number of shares, company and cash value.

2100.020 Foreign shareholders tax books 1868-1871 4 volumes

Scope and Contents note

Record of taxes assessed on foreign shareholders of banks in Boston. Includes owner, registered, shares, taxable value, total value and tax.

2100.021 Payroll 1888-1899 1 volume

Scope and Contents note

Payroll of the Assessing Department. Includes name, position and pay.

2100.022 Annual reports and publications 1838-1989 21 volumes

Scope and Contents note

Includes copies of Annual Reports of the Assessing Department for the years 1894, 1921, 1923-1924, 1926-1937, 1941, 1943, 1945 and 1981; List of Persons, Copartnerships and Corporations Who were Taxed Twenty-five Dollars and Upwards in the City of Boston in 1838; List of Persons, Copartnerships and Corporations Who were Taxed Twenty-five Dollars and Upwards in the City of Boston in 1842; Boston's Tax Rate for 1926; Rules of Procedure in the Abatement of Taxes, 1940; User's Manual for the Equalization of Boston Assessments, 1979; Annual Report of the Tax-Exempt Property Steering Committee, 1988-1989. Annual reports can also be found in the [City Documents series](#).

2100.023 Photographs circa 1980 2 flat boxes

Scope and Contents note

Collection of aerial photographs of Boston, circa 1980.

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2200 Auditing Department

Historical note

The office of Auditor was established by ordinance passed on August 2, 1824. The office of Deputy City Auditor was established by ordinance passed on July 11, 1934. Regular annual reports of receipts and expenditures have been published by the Auditor since 1825. These reports show the annual receipts and expenditures of the City and County, the debt and the public property.

The Auditing Department provides controllership and audit functions for the City and its departments and agencies. The Department implements fiscal controls over departmental spending, prepares detailed departmental expenditure reports, prepares the City's annual financial statements and conducts on-site internal audits and reviews of departments and agencies.

2200.001 Committee on Accounts proceedings 1824 August 19-1837 December 27 1 volume

Scope and Contents note

The ordinance passed August 2, 1824 establishing the position of Auditor of Accounts also established a joint committee of the City Council as part of a new system of accountability in the expenditures of the City. Includes the proceedings of the meetings of the Committee on Accounts.

2200.002 Bills and payment receipts circa 1822-1882 (Bulk, 1822-1870) 59 record cartons

Scope and Contents note

Includes bills and receipts for services and materials purchased by the City of Boston, circa 1822-1870. The records are generally grouped by department and date and record the

materials or services purchased, the cost and a signature or note approving the purchase.

2200.003 Deeds 1803-1968 with gaps 22 record cartons, 6 volumes
Scope and Contents note

Records of deeds of property to the City of Boston. Includes deeds for properties taken or purchased for school, police and fire purposes, laying out and widening streets, and other city departments and functions, 1822-1938. Also, includes index volumes to deeds for the years 1803-1869, 1874-1877, 1887-1929 and 1945-1968.

2200.004 Record of deeds to Back Bay lands circa 1843-1969 1 volume
Scope and Contents note

Includes lists of lands sold/given by the Commonwealth, circa 1857-1868; and lands sold by the Boston Water Power Company, circa 1843-1869.

2200.005 Appropriation records circa 1840-1960 with gaps 114 volumes
Scope and Contents note

The Appropriation ledgers document the monthly obligations taken on by each department and how these obligations were paid for, including general drafts, payroll drafts, and special drafts. They also present the initial total amount provided by appropriation for each department as well as any additional amounts obtained through other means (e.g. loans) to meet the year-end total departmental obligations.

2200.006 Debt records circa 1842-1938 21 volumes
Scope and Contents note

The Debt records document all the debt of the City of Boston. This includes the City Debt, the Water Debt, and any additional bonds or notes issued by the City. Also included are records for the City's Sinking Fund; the Sinking Fund serves as a means by which the City pays down its debt.

2200.007 Journals circa 1822-1965 with gaps 128 volumes
Scope and Contents note

Journals are a daily record of the financial activity of the City of Boston. They record the financial transactions of the City in the order in which they occurred. All entries appear in chronological order; an alphabetical index often appears at the front of each volume.

2200.008 Ledgers circa 1820-1963 with gaps 122 volumes
Scope and Contents note

The Ledgers are a record of the financial activity of the City of Boston by department or account. As opposed to the Journals, which record all activity chronologically, the Ledgers record all transactions by department or account on a monthly or yearly basis.

2200.009 Lists of Officials and Employees 1888, 1905-1966 with gaps 108 volumes
Scope and Contents note

Lists of Officials and Employees include the name, address, designation (job title), compensation, date of election or appointment, and for some years the date first entered the employ of the City or County for all officials and employees of the City of Boston and Suffolk County. Volumes exist for the years 1888 and 1905-1966 excluding 1919, 1921, 1945, and 1950-1951.

2200.010 Index of discharged city employees 1898-1902 2 volumes
Scope and Contents note

Includes name, residence, class, date of employment, date of discharge, cause of discharge and discharge number.	
2200.011 Opinions of the Corporation Counsel 1858-1942 1 record carton	Scope and Contents note
Legal opinions of the Corporation Counsel provided at the request of the City Auditor.	
2200.012 Receipts and Expenditures circa 1836-1954 201 volumes	Scope and Contents note
The Receipts and Expenditures provide a record of all monies coming into and going out from the City of Boston. The Expenditures document all payments made by each department in the City of Boston for a given fiscal year. There are payrolls, various expense journals, department account ledgers, and sub-division reports. The Receipts document all the revenue and income received by the City of Boston through its departments over the course of a fiscal year. Sources of revenue include loans, taxes, fees, and accrued interest among others. Present within the Receipts are abstracts, abstracts of receipts, interest records, betterments, and accounts receivable records. Also included in the Receipts and Expenditures are the balance sheet ledgers; these records document the debt record and credit record (Dr/Cr) for each department for the fiscal year.	
2200.013 Suffolk County records circa 1829-1946 81 volumes	Scope and Contents note
The Auditor for the City of Boston also serves as the Auditor of Suffolk County. The Suffolk County auditing records consist of receipts and expenditures, expense journals, account ledgers, payment records, court and county medical examiner financial records, as well as county payroll records.	
2200.014 Contracts 1923-1967 54 record cartons	Scope and Contents note
Includes select contracts retained for historical purposes. Includes contracts for school buildings, public works and other significant projects.	
2200.015 Contract and lease index 1865-1904 1 volume	Scope and Contents note
Index to contracts, 1865-1895 and leases, 1865-1904. Contracts section lists contactors, object and date completed.	
2200.016 Agreements and bonds register 1864-1896 1 volume	Scope and Contents note
Register of agreements and bonds. Lists date, name, street and object.	
2200.017 New Suffolk County Courthouse contracts 1886-1893 2 volumes	Scope and Contents note
Two bound volumes of contracts executed for the construction of the new Suffolk County Courthouse at Pemberton Square. Includes contracts, specifications and correspondence.	
2200.018 Payroll records circa 1829-1923 50 volumes	Scope and Contents note
Miscellaneous records documenting payroll for various departments. Includes Fire Department, 1829-1868 with gaps; Schools, 1833-1870 with gaps; Police, 1869-1870; Water Works, 1869-1870; Chestnut Hill Reservoir, 1868-1869; Lamps, 1869-1870; Paving, 1869-	

1870; Health, 1868-1869, Auditing, 1875-1885; Welfare, 1920-1923; and Institutions, 1922-1923.

2200.019 Annual reports 1821-1980 129 volumes
Scope and Contents note

Includes copies of the Auditor's Reports which are annual reports of the receipts and expenditures of the City. Annual reports can also be found in the [City Documents series](#).

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1000 Boston, Town of
Historical note

The settlement of the Massachusetts Bay Company on the peninsula formed at the mouth of the Charles River, known as Shawmut by the Indians and Trimountain by the inhabitants of Charlestown was established as Boston by an order of the General Court passed on September 7, 1630 (old style). The General Court during the four or five years after the settlement included in the boundaries of Boston the islands in the harbor, Muddy River (now Brookline), Winnisimet (now Chelsea), Mount Wollaston and the lands east of the Neponset River later incorporated as the Town of Braintree and now constituting the towns of Braintree, Randolph and Quincy.

The name of "selectmen" first appears in the records in 1643. Boston operated as a town with a Board of Selectmen until 1822. On February 23, 1822, the Massachusetts Legislature passed an "Act Establishing the City of Boston." The act was accepted by the inhabitants on March 4, 1822.

1000.001 Records 1634-1821 42 volumes, 1 document case, 1 flat box and 2 microfilm reels
Scope and Contents note

Records of the Town of Boston prior to 1822. The majority of the Town of Boston records are currently stored in the Boston Public Library, Rare Books & Manuscripts Division. Records in the City Archives include the first volume of the Town Records, 1634-1660; miscellaneous tax records, 1785-1820; financial records; By-laws and Town Orders from 1786, 1801, and 1818; record of permits to build timber buildings, 1707-1729; lists of sales of cattle and horses, 1693; lists of immigrants, 1763-1769; and Port Receipts. Also includes a small number of manuscripts of the selectmen including petitions, orders and correspondence signed by John Hancock, Thomas Jefferson, Paul Revere, and Robert Treat Paine, as well as, a marriage return signed by Cotton Mather.

[Link to finding aid](#)

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6000 Boston Centers for Youth and Families
Historical note

Since July 2002, Boston Centers for Youth and Families (BCYF) has functioned as the City's youth and human services headquarters, combining the services once provided by Boston

Community Centers, the Boston 2:00-6:00 After School Initiative, the Mayor's Office of Community Partnerships, and the Recreation Division of the City's Parks and Recreation Department under one roof. The mission of Boston Centers for Youth and Families is to enhance the quality of life for Boston residents by partnering with community center councils, agencies and businesses to support children, youth, individuals and families through a wide range of comprehensive programs and services according to neighborhood needs.

6010 Community Centers
Historical note

The Boston Community Centers began as the Boston Community Schools Program. Chapter 18 of the Ordinances of 1972 established the Community Schools Program under the Public Facilities Department. Mayor Kevin H. White designated all new schools built in the City of Boston to be Community Schools. Services and programs provided in each school were determined by a group of locally selected neighborhood residents known as the Community School Council. The Council was responsible for allocating its budget, assessing the needs of its own neighborhood and responding to those needs with programs. Representatives from each Council met monthly to discuss overall policy and fiscal arrangements and this body of representatives was known as the Boston Community School Board.

6010.001 Records 1972-1984 39 record cartons
Scope and Contents note

Records of the Community Centers Programs formerly called the Boston Community Schools Program. Includes administrative files, board minutes, committee files, financial records, and work plans. This collection is unprocessed.

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9000 Boston Housing Authority
Historical note

The Boston Housing Authority (BHA) was established by order of the Boston City Council on October 1, 1935, pursuant to St. 1935, c. 449, s. 5 which empowered cities and towns of Massachusetts to establish housing authorities. Such a body is responsible for providing decent, safe and sanitary housing for families unable to afford housing without public subsidies and for clearing substandard, decadent or blighted open areas under the provisions of MGLA c. 121B. To carry out these responsibilities BHA develops and manages housing projects and leases housing when necessary. It also performed the functions of an urban redevelopment authority until such a body was established separately pursuant to St. 1957, c. 150.

The management and governance of the BHA has deviated from that of other housing authorities since 1975, when BHA was sued in Boston City Housing Court by a group of BHA tenants, represented by Greater Boston Legal Services, over poor conditions in housing projects under the authority's control. As a result of the ruling in favor of the tenants, a court-appointed master prepared a report listing recommendations that provided the basis for a consent decree signed in 1977 by BHA, Greater Boston Legal Services and the Boston Public Housing Tenants Policy Council. The decree detailed a series of improvements that BHA was to make over the course of three years. The master, responsible for monitoring BHA's compliance with the consent decree, gave approval for all major decisions made by the BHA board and administrator. In 1979, the judge ruled that BHA had failed satisfactorily to fulfill the terms of the consent decree and BHA was placed in receivership, with its board of commissioners and administrator replaced by a court-appointed receiver. Since 1990, when the receivership ended, BHA has been directed by an administrator whose activities are reviewed by a nine-

member monitoring committee appointed by the mayor of Boston.

Source: Massachusetts State Archives catalog record

9000.001 Proceedings 1936-1974 61 volumes

Scope and Contents note

Includes minutes of the Board of Commissioners, 1936-1974.

9000.002 Records 1936-1983 136 record cartons and 8 document boxes

Scope and Contents note

Includes project files, administrative files, tenant services files, legislative files, annual reports, publications and photographs. Several series in this collection are restricted.

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8400 Boston Licensing Board

Historical note

The Licensing Board for the City of Boston was established by Chapter 291 of the Acts of 1906. It consists of three members appointed by the Governor with the advice and consent of the Council. The Board was created to exercise all the powers and perform all the duties conferred upon the Board of Police of the City of Boston relative to intoxicating liquors (now called alcoholic beverages), innholders, common victuallers, billiard and pool tables, sippio tables, bowling alleys, intelligence offices and picnic groves.

The Board grants and regulates various types of alcohol and food licenses for restaurants, nightclubs, private clubs, package stores, hotels, and inns. The Board also issues and regulates licenses for common victuallers (food only), hotels (both with alcohol and without alcohol), bowling alleys, pool tables, lodging houses, dormitories (fraternities which are a category of dormitory licenses) and fortune tellers.

8400.001 Liquor License files 1980-2004 196 record cartons

Scope and Contents note

Liquor license files of restaurants, bars, taverns, retail package stores, clubs, etc. licensed by the City of Boston Licensing Board. Includes licenses, license applications, license transfer applications, dockets, warnings, revocations, correspondence and other records. Files are arranged alphabetically by address. One file covers a 5-year period for the license.

8400.002 License applications 1960-1963 24 record cartons

Scope and Contents note

Applications for licenses granted by the Boston Licensing Board. Includes applications for variety stores, lodging houses, common victuallers, common victuallers-alcohol, druggists, innholders, retail package stores, clubs, intelligence offices, taverns and entertainment. Arranged alphabetically by name of business within each year.

8400.003 Correspondence 1952 1 volume

Scope and Contents note

Outgoing correspondence from the Boston Licensing Board. Includes one letter copy book of correspondence from 1952 February 15-October 8.

8400.004 ABCC License approval forms 1961-1962 2 record cartons
Scope and Contents note

The Alcoholic Beverage Control Commission License Approvals are forms that were completed upon approval of various liquor related licenses. Dating from 1961-1962 the forms include the owner's name, name of the business, address, and type of license approved.

8400.005 Record of Liquor License bonds filed 1915-1933 6 volumes
Scope and Contents note

Indexes of liquor license bonds filed with the Boston Licensing Board. Includes name, location, date approved and date filed.

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9706 Boston Management Consortium
Historical note

The Boston Management Consortium, a public-private partnership including over 100 member companies dedicated to helping City government manage more efficiently and productively to better serve its citizens and business, was founded in 1989 by Dr. Robert Krim and Mayor Raymond Flynn.

9706.001 Records 1989-1996 14 record cartons
Scope and Contents note

Records of the Director of the Boston Management Consortium. Includes administrative files, annual meeting records, subject files, correspondence, clippings, etc. This collection is unprocessed.

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4010 Boston Redevelopment Authority
Historical note

The Boston Redevelopment Authority, established in accordance with General Laws, Chapter 121B, has the sole responsibility for urban renewal activities in the City of Boston. The Authority was organized in September, 1957 and received its certificate of organization from the Secretary of the Commonwealth on October 4, 1957. Chapter 652 of the Acts of 1960 abolished the City Planning Board and transferred its powers to the BRA. The functions, duties, and responsibilities for general city planning and development were merged into one agency. In 1993, Mayor Thomas M. Menino merged the Boston Redevelopment Authority and the Economic Development and Industrial Corporation into a single citywide development agency.

4010.001 Photographs circa 1958-1985 7 record cartons, 6 document cases, 6 photograph boxes and 1 file cabinet
Scope and Contents note

Photographs and negatives documenting urban renewal projects, circa 1958-1985. Includes photographs from West End, Government Center, South Cove, Central Business District, Charlestown and other urban renewal projects.

4010.002 Annual reports and publications 1959-2004 16 record cartons and 6 pamphlet boxes

Scope and Contents note

Includes annual reports and other publications produced by the Boston Redevelopment Authority.

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2300 Budget Office

Historical note

Section 3 of Chapter 486 of the Acts of 1909 placed the creation of the budget within the responsibility of the Mayor. The City Council retained the right to reduce or reject any item. The Budget Department was established by Chapter 3 of the Ordinances of 1917 and placed in charge of a Budget Commissioner. General supervision over all matters pertaining to the budget and appropriations was placed under the jurisdiction of the Budget Commissioner. Under the direction of the Mayor, the Commissioner prepared the annual and supplementary budgets as well as the forms of estimate sheets used by each officer, board, commission, and department.

In 1930 the Budget Commissioner became in effect the personnel director for Suffolk County overseeing promotions, transfers, new appointment and compensation.

In 1953, the duties of the Budget Department were assumed by the Administrative Services Department (Ord. 1953 Ch. 8 sect. 9; Ord. 1954 Ch. 2 sect. 13). The Director of Administrative Services became the Budget Officer of the City and the County. In 1956, the Administrative Services Department was reorganized to include the Supervisor of Budgets. The Supervisor of Budgets became the Budget Officer for the City and County under the direction of the Mayor and in consultation with the Director of Administrative Services.

2300.001 Reports and publications 1915-1994 with gaps 45 volumes

Scope and Contents note

Includes copies of annual budget recommendations, operating budgets and other reports.

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0300 City Clerk, Office of the

Historical note

The first mention of a Town Recorder is the following action of the Selectmen, July 5, 1641: "Our brother John Oliver (a selectman) is chosen Treasurer for the Towne, and to keep the Towne's booke." From 1693 to 1822, the custodian of the Town records was called the Town Clerk. Section 10 of Chapter 110 of the Acts of 1821 stated that the City Clerk shall have all the powers, and perform all the duties belonging to the Town Clerk of the Town of Boston.

As provided by the City Charter, the City Clerk of Boston is elected by the City Council for a term of three years. The Office of the Clerk, under the direction of the City Clerk, accepts, files, records, and maintains all municipal records. The City Clerk publishes the agenda for all City Council meetings, records all Council and related Mayor actions, and edits and compiles the

minutes of Council meetings. The Department also maintains the City Council document system database and publishes, on a yearly basis, all ordinances and amended codes. The City Clerk is also responsible for overseeing the work of the Archives Commission.

Services to the public include the sale of various licenses and permits, notarizing and attesting to documents and filing, recording and copying papers in the custody of the Clerk. Services to City government consist of providing informational resources and technical assistance, administration of the state's open meeting law, administration of oaths of office, attestation of various legal papers and custody of records. The Archives Commission oversees the protection of City records, files and other items of historic interest.

0300.001 Office of the City Clerk records 1829-1984 (Bulk, 1900-1984) 10 record cartons, 1 document case and 3 card file boxes
Scope and Contents note

Administrative and reference files of the City Clerk's Office. Includes opinions, correspondence, filings, inaugural materials, reference files, reports and files relating to budgeting, personnel and records management. Also includes a reference volume kept by the City Clerk and an obsolete card index to locations of records, publications and historical books on Boston in the City Clerk's Office, as well as, frequently referenced historical and organizational information.

0300.002 Records of Qualifications (Oaths of Office) 1858-2004 22 volumes
Scope and Contents note

Record of oaths prescribed before the City Clerk of Elected Officials, 1865-2004; Major Officers, 1884-2000; Minor Officers, 1855-2000; and Police, 1863-1877. See also [City Clerk licenses](#).

0300.003 Artifacts circa 1845-1980 7 items
Scope and Contents note

Artifacts kept in the custody of the City Clerk. Includes a gold pen belonging to the Clerk of the Common Council from 1845, the baton used by the Chief Marshals at the parades celebrating the 250th and 350th anniversary of the settlement of Boston, the city seals of Boston, Roxbury and Hyde Park, a minor's bootblack badge and a minor's newsboy badge.

0300.004 Photographs 1907-1955 4 photographs
Scope and Contents note

Includes photographs documenting greetings from Boston, England for 225th anniversary in 1955; one photograph of City Clerk Wilfred Doyle, circa 1928; and one photograph of unidentified individual in City Clerk's Office (possibly City Clerk Edward J. Donovan), 1907.

0300.006 Board of Estimate and Apportionment records 1899 1 record carton and 1 document case
Scope and Contents note

Established by Chapter 434 of the Acts of 1898, "An Act Relative to the Finances of the City of Boston." Repealed by Section 1 of Chapter 449 of the Acts of 1899. The records were transferred to the custody of the City Clerk when the Board was disbanded. Includes hearing transcripts and records.

0300.007 Warrants 1825-1836 1 flat box
Scope and Contents note

Warrants issued for General Meetings, 1825-1836. Includes warrants, petitions, notifications and copies of acts.

0300.008 Inventory of books, pictures and articles of historic interest in departments of the City of Boston 1891 2 volumes

Scope and Contents note

Chapter 5 of the Ordinances of 1891 required the City Clerk to keep a book recording books, pictures and articles of historic interest held in departments except for those in permanent charge of the School Board or the Trustees of the Public Library. Includes 2 copies of inventory compiled by the City Clerk.

0300.009 Testimonial to Capt. R. B. Forbes from Citizens of Cork, Ireland 1847 1 item

Scope and Contents note

On 18 February 1847, a meeting of citizens in Faneuil Hall passed a resolution of sympathy with the people of Ireland suffering from the famine and appointed a committee to receive contributions. The Secretary of the Navy placed the naval vessel the Jamestown at the disposal of the Committee. On 27 March 1847, the vessel under the command of Capt. R. B. Forbes of Boston and loaded with provisions sailed for Ireland. The document is a testimonial to Capt. R. B. Forbes from the Citizens of Cork, Ireland requesting him to deliver a flag to the people of Boston and thanking him for his service in delivering the provisions.

0300.010 Census records 1820-1855 3 record cartons

Scope and Contents note

Census return books kept in the custody of the City Clerk's Office. The Commonwealth of Massachusetts required censuses in order to apportion representatives to the state government through the first half of the 19th century including 1800, 1810, 1820, 1825, 1835, 1837, 1840, 1845, 1850, and 1855. After 1855, the National census was used to determine the population of the City of Boston. This collection includes census books recording the returns for the censuses of 1820, 1835, 1837, 1840, 1850, and 1855. The 1820 census records include volumes for wards 5, 9, 11, and 12 only.

0300.011 Laws and ordinances 1630-2009 53 volumes and 1 document case

Scope and Contents note

Collection of printed copies of City of Boston charters, statutes, by-laws and ordinances, 1630-2009.

0300.012 Plans 1855-1982 1 flat file case and 8 plan boxes

Scope and Contents note

Plans filed in the Office of the City Clerk. Includes mostly twentieth century highway layouts and land taking plans. Also includes a small amount of plans relating to parks and bridges, gas and electric plans, urban renewal plans and ward maps.

0300.013 Personal Records of Members of the City Council 1861-1890 compiled circa 1891-1894 3 document cases

Scope and Contents note

Biographical questionnaires sent out between 1891-1894 by the Records Commissioner requesting information on name, place and date of birth, family, education, business, official positions, and military service of former City Council members. Includes forms for City Council members who served during the years 1861-1890. In addition to the printed forms, there are also news clippings, business letterhead, and transcribed obituaries for some of the members.

[Link to finding aid](#)

0300.014 Scrapbooks 1867-1901 3 volumes

Scope and Contents note

Three scrapbooks of newspaper clippings documenting election results, 1867-1901.
0300.015 Boston (Mass.) Committee of Correspondence Inspection and Safety minutes [transcript] 1776 1 folder Scope and Contents note Twentieth century transcript of minutes of the Boston Committee of Correspondence Inspection and Safety from 1776. The minutes from 1776 appear in the "List of Records in the Custody of the City Clerk's Department" published in 1899. However, the location of the original minutes is unknown. This typewritten transcript appears to have been produced sometime in the twentieth century.
0300.016 Enrolled Militia 1844-1867 with gaps 16 volumes Scope and Contents note Lists of enrolled militia for the years 1844-1862, 1864 and 1867.
0300.017 Record of Army and Navy enlistments from Boston 1861-1865 6 volumes and 1 flat box Scope and Contents note Army and Navy enlistments on Boston's quota, 1861-1865 and re-enlistments and transfers of soldiers, seamen and officers, 1861-1865.
0300.018 List of Accepted Streets in the City of Boston, 1700-1867 inclusive 1867 July 1 1 volume Scope and Contents note The list records all streets which have been formally accepted, 1700-1867 inclusive, based on an examination of the records of the Town and City. Includes name of street with year in which street was recognized by the proper authorities as a public highway.
0300.019 Address of Greeting 1931 October 12 1 item Scope and Contents note Address of Greeting presented to the City of Boston by the City of Manchester on the Occasion of the visit of the Lord Mayor.
0300.020 Record of confirmation and removal of officeholders 1855 January-1876 January 1 volume Scope and Contents note An ordinance passed 28 December 1854 required appointments by the Mayor and Aldermen or by the Mayor on advice and consent of the Aldermen be sent to the Board of Aldermen directed to the City Clerk to record in a book. Includes name, office, date confirmed and date removed.
0300.021 Record of forms of notice circa 1850s 1 volume Scope and Contents note City Clerk's record book of forms of notifications relating to lists of voters, elections etc. Also includes transcriptions of oaths administered by City Clerk.
0300.022 Papers relating to the Town Dock circa 1657-1818 3 folders Scope and Contents note Bundle of "old papers and memorandum respecting the town's rights and the boundaries of estates on the dock with some old plans." Includes both original documents and extracts from town records.

0300.023 Committee on Sale of Lands near Court Street (County Lands) records 1826-1828 3 folders

Scope and Contents note

Appointed by the Court of Common Pleas, the Committee was responsible for the sale at public auction of all lands with appurtenances lying between the County Courthouse and Court Street. Includes correspondence, deeds, etc.

0300.024 Financial orders 1900-1979, 1984-1989 22 volumes

Scope and Contents note

City Clerk's Office copy of loan orders, appropriations and transfers approved by the Mayor and City Council.

0301.001 Business certificates 1907-2004 42 record cartons, 37 volumes and 5 card file drawers

Scope and Contents note

Chapter 539 of the Acts of 1907 as amended by Chapter 316 of the Acts of 1908 requires that any person conducting or transacting business in the Commonwealth under any name, designation or title other than the real name of the person conducting or transacting such business, whether individually or as a firm or partnership, shall file in the office of the clerk of the city or town in which the place or places of business or office or offices of any such person, firm or partnership may be situated, a certificate stating the full name and residence of each person engaged in or transacting such business. The clerk shall keep a record of such certificates, and an index of the names of such persons, firms or partnerships, entering in such index in alphabetical order the name of every person and the title under which he does business, and of every firm or partnership and the names of the members thereof. Includes the indexes to business certificates 1907-2004 and business certificates 1987-2004.

0301.002 Declarations of Trust 1909-2005 163 record cartons, 22 volumes and 4 card file drawers

Scope and Contents note

Chapter 441 of the Acts of 1909 requires that trustees shall file a copy of the written instrument or declaration with the clerk of the city or town at the usual place of business and any amendments thereof within 30 days. Includes index to Declarations of Trust, 1909-1983 and Declarations of Trust, 1909-2005.

0301.003 Cable filings 1980-1994 7 record cartons

Scope and Contents note

Copies of records filed in the Office of the City Clerk by the Mayor's Office of Cable Communications for public inspection pursuant to 207 CMR (Code of Massachusetts Regulations) 3.00. These records span the dates 1980-1994, with bulk dates of 1980-1984. Includes proposals/applications, reports, correspondence, documents pertaining to public hearings, plans and maps, contracts, and cable licenses.

[Link to finding aid](#)

0301.004 Annual reports of Public Utilities 1934-1989 1 record carton

Scope and Contents note

According to Section 84A of Chapter 164 of the Massachusetts General Laws, utility companies must file annually with the City Clerk's Office a condense return showing the business and financial condition of each company. Companies include New England Telephone and Telegraph Company, Boston Edison, Quaker Building Company, Dedham and Hyde Park Gas and Electric Light Company, Boston Gas Company, Worcester Gas Light Company, and

Commonwealth Gas Company. Most companies filed the Department of Public Utilities Statement of Expenses and Revenues form except for the New England Telephone and Telegraph Company which filed a copy of the published annual report.

0301.005 Assignments of Wages 1857-2005 with gaps 24 volumes and 1 record carton
Scope and Contents note

Sec. 12 of Chapter 154 of the Massachusetts General Laws requires the authorization to collect the future wages or salary of a person to be filed with the City Clerk. Includes indexes from 1857-1861; 1865-1883; 1885-1889; 1899-1906; 1912-1942; and 1943-1993. Also includes records of filings from 1865-1869; 1877; 1880-1881; and 1992-2005.

0301.006 Assignments for the Benefit of Creditors 1897-1942, 1947-1995 1 volume and 1 card index
Scope and Contents note

Sec. 41 of Chapter 203 of the Massachusetts General Laws requires the filing of a valid copy of an assignment a debtor has made for the benefit of creditors with the City Clerk's Office. Includes one index volume of assignments filed 1897-1942 and a card index of filings for circa 1947-1995.

0301.007 Audits 1950-1965, 1971-1979 2 record cartons
Scope and Contents note

Includes state audits of city accounts conducted by the Bureau of Accounts, Department of Corporations and Taxation in compliance with provisions of Chapter 44 of the Massachusetts General Laws, 1950-1965 and audits of city departments conducted internally and by independent certified public accountants, 1971-1979.

0301.008 Attachments of bulky property 1912-1918, 1940-1984 1 record carton
Scope and Contents note

Records of attachments of articles of personal property which by reason of their bulk or for other cause can not be immediately removed were filed with the City Clerk's Office. Includes filings from 1912-1918 and 1940-1984.

0301.009 Mortgages of Personal Property 1832-1973 998 microfilm reels and 10 volumes
Scope and Contents note

Mortgages of Personal Property filed with the City Clerk's Office. Personal property mortgages were filed separately up until the enactment of the Uniform Commercial Code in 1958. Includes grantor/grantee indexes, 1832-1854; grantor indexes, 1854-1954; grantee indexes, 1870-1958; entry books, 1853-1956; record of mortgages, 1832-1958; and a consolidated grantor index of mortgages and tax liens, 1959-1973.

0301.010 Religious Societies filings 1841-1916 2 volumes
Scope and Contents note

Articles of incorporation of Religious Societies filed with the City Clerk. Filing with the City Clerk was discontinued by Section 15 of Chapter 291 of the Acts of 1918.

0301.011 Married Women doing Business certificates 1862-1974 32 volumes, 2 record cartons and 10 card file boxes
Scope and Contents note

According to Section 11 of Chapter 209 of the Massachusetts General Laws, married women doing business on their own account were required to record in the City Clerk's Office a certificate stating her name and name of husband, nature of business and location, and street and number. If she failed to record, the husband could do so. Penalty for failure to record

allowed property to be attached as though husbands. MGL c. 209, S. 11 was repealed 1974, 147, Sec. 4. Includes 28 volumes of recordings, 4 index volumes, card index and applications.

[Link to finding aid](#)

0301.012 Contracts 1852-1869 1 record carton

Scope and Contents note

Agreements, bonds, leases etc. filed with the City Clerk's Office, 1852-1869.

0301.013 Licenses 1829-1977 56 volumes

Scope and Contents note

Miscellaneous licenses recorded by the City Clerk's Office. Includes one volume recording oaths administered July 1850-January 1858 and fees for licenses settled with the City Treasurer for Dogs, 1850-1852; Dealers in Second Hand Articles, 1850-1857; Stray beasts and articles found, 1850-1857; Permits to construct coal holes and arches in sidewalks, 1850-1854; Auctioneers, 1850-1857; Intelligence Offices, 1850-1857; Account of fees etc. received by City Clerk, 1852-1858; Receipts for licenses of intoxicating liquors, 1852; Camphene licenses, 1855; Stables authorized to be erected, 1856-1858; Hawkers and Pedlers (Minors), 1855-1858; Coal Weighers, 1855; Steam Engines, 1849-1855; and Goats and Swine, 1856-1857.

Other volumes include Victuallers, 1829-1830, 1852-1877; Retailers, 1852-1853; Innholders, 1852-1877; Mechanical and Medicinal Purposes, 1852-1853 and Druggists, 1873-1875; Agents for Purchasing Intoxicating Liquors, 1855; Auctioneers, 1858-1872; Dealers in Junk and Second Hand Articles, 1876-1880; Stables, 1869-1889; Erection or conversion of use of Stables, 1892-1896; Billiard Rooms, Bowling Alleys and Pawnbrokers, 1858-1874; Billiard tables, 1876-1880; Pawnbrokers, 1876-1880; Theatrical Exhibitions, Public Shows, and Public Amusements, 1883-1886; Petroleum, 1895; Maintenance and use of Steam Engines and Boilers, 1869-1892; Dogs, 1858-1868; Minors, 1872-1879; Minors-Newsboys and Bootblacks, 1886-1895, 1913-1977; and Bootblacks and Vendors, 1902-1930.

0301.015 Pole and Conduit Locations 1903-1983 49 volumes

Scope and Contents note

Record of petitions filed for hearings to construct transmission lines upon, along, under or across a public way, 1903-1919 and record of notices of pole and conduit locations granted, 1911-1983, that were required to be filed in the City Clerk's Office by Chapter 509 of the Acts of 1911.

0301.016 Veterans' Discharges 1920-1996 36 volumes, 15 microfilm reels and 1 card index

Scope and Contents note

According to Section 3A of Chapter 115 of the Massachusetts General Laws, any veteran permanently discharged from military service may file discharge notice with the City Clerk's Office. Includes records of discharge notices filed in the City Clerk's Office, 1920-1984 and a card index to filings, 1991-1996.

0301.017 Registrations 1917-1998 25 volumes and 1 record carton

Scope and Contents note

According to Sections 8, 21, and 70 of Chapter 12 of the Massachusetts General Laws, physicians, chiropodists and optometrists are required to register with the City Clerk. Includes Physician certificates, 1917-1998; Chiropodist certificates, 1917-1946; and Optometrist certificates, 1920-1958.

0301.018 Street Railway Locations 1835-1960 7 volumes

Scope and Contents note

Includes printed copies of street railway locations granted, 1869-1942 and one index volume of location plans filed with the City Clerk's Office, 1835-1960.

0301.019 Railroad Location plans 1845-1919 62 oversized volumes

Scope and Contents note

Oversized railroad location plans filed in the Office of the City Clerk. Includes plans for the following Railroad Companies: Boston and Albany Railroad; Boston and Lowell Railroad; Boston and Maine Railroad; Boston and Providence Railroad; Boston Elevated Railway Company; Boston, Revere Beach and Lynn Railroad; Boston, Winthrop and Point Shirley Railroad; Chelsea Beach Railroad; Dorchester and Milton Branch Railroad; Eastern Junction Broad Sound Pier and Point Shirley Railroad; Eastern Railroad; Fitchburg Railroad; New England Railroad; New York and New England Railroad; New York, New Haven and Hartford Railroad; Ocean Terminal Railroad; Old Colony Railroad; Railroad of the Highland Ice Company; and West End Street Railway Company.

0301.020 Liens on Vessels 1874-1982 11 volumes

Scope and Contents note

According to Massachusetts General Laws Chapter 255 Section 15, liens on vessels must be filed in the City Clerk's office within thirty days after the vessel departs from the port at which she was when the debt was contracted. Includes 8 volumes of recorded liens, 1874-1940 and 3 index volumes, 1874-1982.

0301.021 Campaign expense returns 1905-1912 January 4 record cartons

Scope and Contents note

Includes returns of expenses filed by candidates at State and Municipal Elections and returns of expenses filed by treasurers of Political Committees.

0301.022 Record of Names, Marks and Devices 1893-1941 2 volumes and 2 document cases

Scope and Contents note

According to Massachusetts General Laws Chapter 110, Sections 17 and 21, names, marks or devices on cans, bottles, milk bottles etc. may be registered by filing with the City Clerk. Includes index volume for 1893-1900, index cards for 1924-1941 and applications filed chronologically.

0301.023 Records and Indexes of Joint Stock Companies 1851-1871 5 volumes

Scope and Contents note

Includes two volumes of corporation records filed with the City Clerk, 1865-1871 and three index volumes, 1851-1871.

0301.024 Jamaica Pond Aqueduct Company records 1857-1893 1 volume

Scope and Contents note

Proceedings of the Jamaica Pond Aqueduct Corporation, 1857-1893.

0301.025 Register of tax notice 1903-1936 1 volume

Scope and Contents note

Massachusetts General Laws chapter 60, sec. 39, states if a mortgagee or an owner of land causes a notice, designating a place in the town where such land lies at which all papers relative to taxes on such land which are to be served on him may be left, is to be recorded in January of any year in the office of the clerk of such town and, during said month, to be

delivered to the collector. Includes one volume of notices filed with the City Clerk's Office from 1903-1936.

0301.026 Returns of votes cast 1823-1860 with gaps 1 document case
Scope and Contents note

Returns of votes cast for presidential electors, county offices, amendments and city offices filed with the City Clerk's Office.

0301.027 Registration of Cropped dog ears 1928-1941 0.25 document case
Scope and Contents note

Chapter 347 of the Acts of 1928 required filing with the City Clerk's Office of dogs whose ears were cropped or cut off prior to 1 September 1928 or amputated by a veterinarian. Includes notices filed 1928-1941.

0301.028 Power of Attorney filings 1940-1980 0.5 document case
Scope and Contents note

Includes power of attorney filings and card index.

0301.029 Notices of valuables found 1863-1897, 1901-1909 0.1 document case
Scope and Contents note

Includes notices of livestock, money and other valuables found in the city.

0301.030 Complaints against dogs 1886-1903 0.25 document case
Scope and Contents note

Complaints against dangerous dogs filed with the City Clerk's Office.

0301.031 Collective Bargaining Agreements 1965-1994 2.25 record cartons
Scope and Contents note

Copies of collective bargaining agreements between the City of Boston and City unions filed in the City Clerk's Office, 1965-1994.

0301.032 List of Constables appointed 1877-1891 15 folders
Scope and Contents note

Printed lists of the names of constables appointed, 1877-1891.

0301.033 Fence Viewer decisions 1889-1931 3 volumes and 1 document case
Scope and Contents note

According to Sec. 6 of Chapter 49 of the Massachusetts General Laws when a dispute arises concerning the part of a partition fence which under this chapter each party is required to build or maintain, either party may apply to the fence viewers, who, after notice to each party and a hearing, may in writing assign to each his share thereof, and may direct the time within which each party shall erect or repair his share; which assignment, being recorded in the office of the city or town clerk upon the payment by the party so applying of the fee provided by clause (33) of section thirty-four of chapter two hundred and sixty-two, shall be binding upon the parties and upon the succeeding occupants of the land. Includes three volumes of fence viewer decisions recorded in the City Clerk's Office, 1889-1931 and filings, 1911-1931.

0301.034 Lists of Jurors drawn 1817-1842, 1868-1933 14 volumes
Scope and Contents note

Lists of names of individuals drawn for jury service. Includes date drawn and court of service.

0301.035 Notices of filing of application to become a citizen 1885-1900 0.25 document case and 1 volume
Scope and Contents note

Notices filed with the City Clerk of applications to become a citizen by Section 3 of Chapter 345 of the Acts of 1885. Includes one volume recording filings, 1885-1895 and filings, 1885-1900.

0301.036 Amendments to Boston Zoning Code 1966-1971 0.2 record carton
Scope and Contents note

Amendments to the Zoning Code filed with the City Clerk's Office, 1966-1971.

0301.037 Index to raffle permits 1969-1992 1 record carton
Scope and Contents note

Index card file to raffle permits issued to local businesses and organizations, 1969-1992.

0301.038 Lists of Special Laws and Statutes 1933-1977 0.5 record carton
Scope and Contents note

Handwritten lists of Special Laws and Statutes of the Massachusetts Legislature relating to the City of Boston.

0320 Archives Division
Historical note

The City Archives, administered by the Archives and Records Management division of the City Clerk's Office, is charged with a special role in protecting and managing the recorded information of the City of Boston. Established by the Statutes of the Commonwealth, Chapter 68, Acts of 1988, the mission of the City Archives is to protect and preserve the permanent official public records of Boston municipal government including those of "any city department, agency, board, office, commission or public corporation" since its founding in 1630; to document, arrange and provide day to day access to these archives; and to assist city departments with cost effective records management practices.

0320.001 Administrative records 1988-1993 2 record cartons
Scope and Contents note

Administrative files kept by the City Archivist. Includes correspondence, reports, clippings and a daily journal.

0320.002 Boston History Calendar 2001 1 volume
Scope and Contents note

Boston Recollections: The Boston History Calendar, 2001, compiled and produced by the Archives Division staff.

0330 Registry Division
Historical note

The City Registrar keeps the records of births, deaths and marriages, issues certificates of the same and marriage licenses, receives and records affidavits of, additions to, and amendments and corrections of said records, and forwards copies of all records to the office of the Department of Public Health and to outside cities and towns when nonresidents are involved. By Sections 5-8 of Chapter 2 of the Ordinances of 1954, the Registry Department became a division under the Health Department. By the Section 7 of Chapter 656 of the Acts of 1965, the Registry Division was transferred to the Office of the City Clerk.

0330.001 Records 1886-1937 2 record cartons

Scope and Contents note

Includes primarily correspondence of the Registrar concerning historical research and legal opinions from the Law Department, as well as, a small number of administrative records, 1892-1912. Also includes administrative records dealing with W.P.A. projects of the Registry Division, 1933-1937.

0330.002 Record Commissioners' reports 1876-1909 39 volumes

Scope and Contents note

Published between 1876 and 1909, the Record Commissioners reports include transcriptions of early Boston town records including town meeting records, Selectmen records, births, deaths and marriages, Charlestown records, Dorchester records and other miscellaneous records.

0330.003 Annual reports and publications 1868-1965 52 volumes

Scope and Contents note

Includes copies of Annual Reports for the years 1868, 1870-1871, 1873-1883, 1885, 1892-1898, 1900-1905, 1907-1910; indexes to Births in the City of Boston dated for the years 1923, 1928, 1931, 1934, 1945-1946, 1949-1951, 1953-1954, 1956-1959, 1961-1965; index to marriage intentions and marriages recorded in 1894; "Bills of Mortality 1810-1849; "List of Freeman 1630-1678"; "A Series of Plans Showing the Existing Ways and Owners of Property 1630, 1635, 1640, 1645" published in 1909; and "Maps of the Street Lines of Boston Made for the Selectmen in 1819 and 1820" published in 1894. Annual reports can also be found in the [City Documents series](#).

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0100 City Council

Historical note

The City Charter (Chapter 121 of the Acts of 1821) established the form of government as a Mayor; a Board of Aldermen, consisting of eight elected at large; and a Common Council, of forty-eight elected by wards; to be called when conjoined, "the City Council." The Mayor and Aldermen were vested with the administration of the police, and executive power of the corporation generally, with specific enumerated powers. All other powers belonging to the corporation were vested in the Mayor, Aldermen and Common Council exercised by concurrent vote.

Powers related to the administration of the Police were transferred to the Board of Police Commissioners by Chapter 244 of the Acts of 1878. Chapter 266 of the Acts of 1885, an act to amend the charter of the City of Boston, transferred to the Mayor the power to appoint, subject to the approval of the Board of Aldermen, all officers and boards elected by the City Council or Board of Aldermen, and all offices that may be established in the future. All executive powers vested in the Board of Aldermen were transferred to the Mayor to be exercised through the several officers and boards of the City in their respective departments, under the general supervision and control of the Mayor.

Chapter 486 of the Acts of 1909 abolished the City Council and both branches thereof. The act established a City Council consisting of nine members elected at large. The City Council retained the power to approve ordinances and loan orders presented by the Mayor and the budget. All heads of departments and municipal boards, excluding the school committee and

those appointed by law by the governor, would be appointed by the mayor without confirmation by the City Council.

Chapter 479 of the Acts of 1924 provided for the election of 22 City Councilors, one from each ward beginning with the biennial election in 1925. Chapter 356 of the Acts of 1951 provided for the election of 9 City Councilors at large.

Chapter 190 of the Acts of 1982 (Tregor Bill) made major changes to the financial operations of the City and to the budgetary powers of the Mayor and City Council. Chapter 605 of the Acts of 1982 provided for a City Council of thirteen members, one each from nine districts and three at large, effective with the preliminary election in September of 1983.

0100.001 Proceedings 1822-2002 478 volumes, 908 document cases and 283 record cartons

Scope and Contents note

Proceedings of the Boston City Council from 1822-2000. Includes Board of Aldermen minutes and docket documents, 1822-1909; Common Council minutes and docket documents, 1822-1909; City Council minutes, 1910-1970; City Council published minutes, 1868-2000, 2002; and City Council docket documents, 1910-1995. Docket documents consist of all orders, petitions, reports, filings, etc. acted upon by the City Council.

0100.002 City Council meeting and hearing transcripts 1886-2007 146 record cartons, 77 videotape boxes and 1 document case

Scope and Contents note

Includes transcripts of select City Council Committee hearings, 1886-1937; transcripts of City Council debate and Committee hearings, 1947-1985; audio recordings of City Council hearings, 1972-1996; and video and DVD recordings of City Council meetings and hearings, 1996 September-2008 June.

0100.003 Boston City Documents 1784-1970 342 volumes

Scope and Contents note

Published series of documents ordered to be printed by the City Council. Includes departmental annual reports, committee reports, orders, ordinances, annual addresses, and other reports.

0100.004 Boston Municipal Registers 1844-1991 with gaps 128 volumes

Scope and Contents note

Initially published as a register of the City Council and list of officers. Over time, the Municipal Register has included charter and ordinances, joint rules of the City Council, list of schools, city departments, ward officers, list of members of preceding City Councils, annual orators, maps of the city, statistics of registration and voting, and portraits of the mayor and city council members. Includes volumes for 1844, 1846-1965, 1967-1981, and 1990-1991.

0100.005 Organization of the City Government of Boston 1880-2002 with gaps 80 volumes

Scope and Contents note

Pocket guides including the members of city government, department heads and rules and orders of the City Council. Includes guides for 1880-1882, 1905, 1920, 1923-1927, 1929, 1931-1935, 1938, 1940-1948, 1950-1982, 1985-1993, 1996-1997, and 2000-2002.

0100.006 Memorials 1854-1909 44 volumes

Scope and Contents note

Memorial volumes ordered to be printed by the City Council. Includes memorials of prominent

men, anniversary celebrations and dedications of buildings and monuments.

0100.007 Fourth of July Orations 1811-1950 with gaps 1 record carton and 3.5 pamphlet boxes

Scope and Contents note

Printed copies of Fourth of July Orations delivered at Faneuil Hall for the years 1811, 1821-1825, 1827, 1829, 1831, 1835, 1838-1841, 1844, 1846-1861, 1863, 1867-1886, 1888-1890, 1892-1905, 1941, and 1950.

0100.008 Research Office files 1975-1985 2 record cartons

Scope and Contents note

Files relating to the issue of the conditions and relocation of the Charles Street Jail. This collection is unprocessed.

0100.009 Surveyor of Highways memorandum book 1822 May 18-1823 June 17 1 volume
Scope and Contents note

On 18 May 1822, Ephraim Marsh and Abram Babcock were appointed Surveyors Of Highways. The Surveyors of Highways were responsible for all requests concerning highways including paving, removal of trees, repairs of sidewalks etc. On 10 June 1823, the Massachusetts Legislature approved an act giving the City Council the power and authority of electing, if they see fit, the Mayor and Aldermen as Surveyors of Highways. On 18 June 1823, the City Council approved an order appointing the Mayor and Aldermen as Surveyors of Highways. Includes memorandum book documenting all matters acted upon by the Surveyors of Highways from 18 May 1822-17 June 1823.

0100.010 Board of Land Commissioners proceedings 1860, 1863-1864 2 volumes
Scope and Contents note

Ordinance passed December 26, 1856, amended December 28, 1857 and May 8, 1861, established a Board of Land Commissioners which was responsible for the care and management of public lands belonging to the City of Boston so far as it related to improvements, sales and disposal of the same. The Joint Committee of the City Council along with one alderman and one common councilor chosen in November and December to serve for the following two years constituted the Board of Land Commissioners. The Board of Land Commissioners was abolished by ordinance passed May 3, 1864. Care and management reverted back to the Joint Committee on Public Lands of the City Council. Includes minutes of the Board of Land Commissioners, April 6-December 23, 1860 and January 21, 1863-May 4, 1864. The first few pages of the 1860 volume are missing.

0100.011 Common Council badge 1884 1 item
Scope and Contents note

Badges were issued to members of the Common Council. Includes badge of Lyman H. Bigelow who served on the Common Council in 1884.

0100.012 United States Census 1830 1 volume
Scope and Contents note

United States Census of Boston presented to the City Council to be kept for public inspection in the City Council room.

0100.013 Photographs 1896, 1925 1 album and 1 framed portrait
Scope and Contents note

Photograph album documenting city boundary perambulation of 1896 by the City Council and

framed portrait of members of the City Council of 1925.
0100.014 Franklin Fund records 1791-1902 8 volumes and 1 document case Scope and Contents note Includes proceedings of the Trustees of the Franklin Fund, 1791-1866, 1893-1895, and 1898-1902; financial records, 1791-1898; and publications relating to the fund.
0120.001 City Councilor Lawrence S. DiCara records 1972-1981 41 record cartons Scope and Contents note Lawrence S. DiCara served as a City Councilor from 1972-1981. He served as President of the Council in 1978. Includes subject files, reports, correspondence, etc. This collection is unprocessed.
0120.002 City Councilor Brian J. McLaughlin records 1984-1995 12 record cartons Scope and Contents note Brian J. McLaughlin served as City Councilor for District 9: Allston-Brighton from 1984-1995. Includes subject files, reports, correspondence, etc. This collection is unprocessed.
0140.001 City Council Committee records circa 1822-1909 (Bulk, 1870-1896) 245 volumes and 25 record cartons Scope and Contents note Includes summary minutes of committee meetings and hearings recorded by the Clerk of Committees and committee docket documents. Committees represented include Committee on Streets, Committee on Claims, Committee on Celebrations, Committee on Public Instruction, Committee on Back Bay Lands, Committee on Police, Committee on Finance, Committee on the Harbor, Committee on Ordinances, Committee on Bathing, etc.
0140.010 Committee on the Extension of Faneuil Hall Market records 1823-1828 (Bulk, 1824-1826) 2 document cases Scope and Contents note Records of the Committee on the Extension of Faneuil Hall Market. Includes proceedings, account book, correspondence, reports, certificates of stock, proposals, agreements, notes and applications relating to the purchase of estates and construction of the market. Also included are applications for rental of the new stalls. Link to finding aid
0140.011 Committee on Alien Passengers records 1847-1848 3 document cases Scope and Contents note Records of the Joint Committee on Alien Passengers, 1847-1848. Includes minutes, petitions and memorials, Inspector of Alien Passengers correspondence and reports, and Deer Island Hospital administrative records. Link to finding aid
0140.012 Committees on the Army and Navy Monument records 1866, 1870-1871, 1877 2 document cases, 1 card file box and 1 flat box Scope and Contents note Records of the Committees on the Army and Navy Monument from 1866, 1870-1871 and 1877. In 1866, a committee was formed to procure designs and select a site for the monument. In 1870, a second committee was created to obtain designs for the monument. In 1871, a committee was created to organize the celebration of the laying of the cornerstone of the monument. In 1877, a committee was created to organize the celebration of the

dedication of the monument. Includes committee papers, correspondence, invitations, tickets, plans and badges.

[Link to finding aid](#)

0140.013 Committees on Public Celebrations records 1859-1896 2 record cartons, 12 document cases and 1 card file box
Scope and Contents note

Records of committees appointed to oversee public celebrations for primarily the Fourth of July but also including Bunker Hill Day, Patriots' Day, Labor Day, Eulogies, etc. Includes correspondence, applications, programs, tickets, entertainment applications, etc.

0140.014 Committee on the Fire Department records 1820-1841 7 document cases and 2 record cartons
Scope and Contents note

Records of the Board of Fire Wards and the City Council Committee on the Fire Department. Includes returns of members of fire companies, correspondence, reports and sundry papers relating to fire companies, houses, etc.

0140.020 Correspondence relating to the Sale of Eastern Township Land owned by City of Boston in Maine 1829-1833 2 folders
Scope and Contents note

Primarily composed of correspondence from Hill & Starrett to Mayor Harrison Gray Otis and Francis Jackson, Land Commissioner. Also includes offers or inquiries from various persons interested in purchasing the property.

0140.021 Committee on the House of Industry records 1822-1826 4 folders
Scope and Contents note

Includes reports from the Directors of the House of Industry to the Mayor, Aldermen, and Common Council covering such items as property inventories, statements of receipts and expenditures, and tallies of inmates accepted and discharged and reports from the Joint Committee of the City Council on the House of Industry. A copy of the legislation granting authority to the Directors of the House of Industry is also included.

0140.022 Committee on Establishing a City Hospital records 1849-1850 6 folders
Scope and Contents note

Records of the Joint Committee on Establishing a City Hospital created in 1849. The Committee voted in early October of 1849 to address an inquiry on the topic to specific physicians and in 1850 to address the Massachusetts Medical Society. Includes notes, minutes, reports and orders of the Committee and responses to the Committee's inquiry.

0140.023 Quarantine Committee reports from keeper of Rainsford Island 1822 January-November 2 folders
Scope and Contents note

Includes reports regarding maintenance concerns such as painting and repairs and reports of the arrival of sailing ships (mostly brigs, but also schooners and sloops). The name and captain of each is recorded along with the port of embarkation, number of days in passage, list of cargo and to whom it is consigned. Any sicknesses or deaths are noted, and passengers are listed.

0140.024 Committees on the Washington Statue records 1859-1870 6 folders
Scope and Contents note

Washington Statue Committee records include contracts, insurance certificates, bills and receipts, correspondence, and proposals concerning the fabrication, erection and dedication of the statue. Washington Statue Fair records include bills, statements, insurance policy, and counterfeit or broken bank notes from the fundraising event held in November 1859.

0140.025 Report of the Superintendent of the Boston Lunatic Hospital and Physician of the Public Institutions at South Boston 1841 July 1 1 folder
Scope and Contents note

Report of the Physician of the Boston Lunatic Hospital covering the period from 1 July 1840 to 30 June 1841. The report includes admissions and discharges, the patients' ages occupations and marital status, and the duration and causes of their insanity. Separate tables provide admission and discharge statistics for diseases suffered by patients of the House of Industry hospital and the House of Corrections hospital

0140.026 City Council Committee on Water records relating to Spot Pond 1845 2 folders
Scope and Contents note

Includes records of the Water Committee during its consideration in 1845 of Spot Pond as a source of pure water for the City of Boston. In addition to motions and minutes, it contains correspondence about measuring the water at Spot Pond, citizen resolutions in favor of the introduction of pure water, and petitions in support of the Spot Pond Aqueduct Project.

0140.027 South Boston Memorial 1847 1 folder
Scope and Contents note

In 1847, a public meeting was held by the inhabitants of ward 12 to discuss the needs of the district and the neglect of the city government to properly attend to the needs. At the meeting it was decided to memorialize the city government. A committee of representative and influential citizens was appointed to draw up the memorial and was instructed to emphasize the many needs of the district and the importance of that section to the city of Boston. Includes the memorial presented to the City Council by Isaac Adams et al.

0140.028 Committee on Building a New Courthouse records 1834-1835 2 folders
Scope and Contents note

Committee correspondence, reports and papers concerning the construction of a new Courthouse. Includes correspondence from Architect Alexander Parris.

0140.030 Committee on Urban Renewal records 1950-1986 13 record cartons
Scope and Contents note

Urban renewal plans and applications referred to the City Council on Urban Renewal. Includes Government Center, West End, Charlestown, Campus High, Downtown-Waterfront-Faneuil Hall, Central Business District and others.

0140.031 City Council Committee records (2) 1986-2007 16 record cartons
Scope and Contents note

Includes files of the following committees: Government Operations; Education; Public Safety; Information Technology; Environment and Historic Preservation; Hunger and Homelessness; Whole; Residency; Youth Violent Crime Prevention; University and Community Relations; New Bostonians; Human Rights; Housing; Economic Development and Planning; and other miscellaneous committees.

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**6200 Civil Rights, Office of
Historical note**

The mission of the Office of Civil Rights (OCR) is to eliminate discrimination and ensure fair and equal access to housing, public services, accommodations and participation in activities. The office strives to reduce procedural, attitudinal and communication barriers for persons living and working in the City of Boston.

The Office of Civil Rights was created in 1995 as a human rights umbrella agency responsible for enforcing and coordinating all anti-discrimination ordinances in the City of Boston. OCR consists of three main program areas: The Boston Fair Housing Commission (BFHC), The Human Rights Commission (HRC), and the Commission for Persons with Disabilities (CPWD).

**6210 Fair Housing Commission
Historical note**

Chapters 10 and 33 of the Ordinances of 1982 established a Commission known as the Boston Fair Housing Commission. The Fair Housing Commission works to eliminate discrimination and increase access to housing in Boston through investigation and enforcement, affirmative marketing, housing counseling, and interagency coordination. The BFHC also manages a computerized listing service of regional housing opportunities in an effort to provide low-income households increased access to housing in 126 cities and towns of metropolitan Boston.

**6210.001 Records 1976-1988 1 record carton
Scope and Contents note**

Includes administrative files, correspondence, legislation, regulations, reports and budgets.

**62101.002 Publications circa 1984 4 volumes
Scope and Contents note**

Publications relating to Housing produced by the Fair Housing Commission.

**6220 Human Rights Commission
Historical note**

Chapter 16 of the Ordinances of 1984 (as amended by chapter 17 and 18) established the Boston Human Rights Commission. The Boston Human Rights Commission works to ensure full and equal access to public services and accommodations. The commission receives and investigates complaints, resolves cases through mediation and adjudicatory hearings, and advocates in support of human rights issues in partnership with state and federal agencies.

**6220.001 Proceedings 1985-1992 1 record carton
Scope and Contents note**

Proceedings of the meetings of the Human Rights Commission, 1985-1992. Includes minutes, agenda, and board papers.

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0271 Consumer Affairs and Licensing

Historical note

Chapter 12 of the Ordinances of 1984 established within the Mayor’s Office a division known as the Office of Consumer Affairs and Licensing. The Office of Consumer Affairs and Licensing contains two divisions. The Licensing Division, at the direction of the Mayor, is responsible for the regulation of Boston’s entertainment industry as set forth by applicable law. It issues licenses for all live entertainment, coin operated amusements, arcades, theaters, dancing, carnivals, concerts and sporting events. The Consumer Affairs Division mediates, educates and advocates on behalf of the City’s consumers.

0271.001 One-time Entertainment licenses 1990-1995 5 record cartons

Scope and Contents note

Licenses issued by the Mayor's Office of Consumer Affairs and Licensing for one-time entertainment programs.

0271.002 Entertainment license case files 1983-1990 1 record carton

Scope and Contents note

Records of entertainment licenses issued by the Mayor's Office of Consumer Affairs and Licensing.

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0278 Criminal Justice, Mayor's Office of
Historical note

The Mayor's Office of Criminal Justice, formerly known as the Safe Streets Advisory Committee, was established to administer grant funds from the U.S. Law Enforcement Assistance Administration (LEAA) under the Omnibus Crime Control and Safe Streets Act of 1968.

0278.001 Records circa 1970-1980 44 record cartons

Scope and Contents note

Records of the Mayor's Office of Criminal Justice formerly called the Mayor's Safe Street Act Advisory Committee. Includes forms, correspondence and directives concerning MOCJ and LEAA policies and procedures and project files for each awarded grant consisting of grant applications, related budget and contract documents, and project reports. This collection is unprocessed.

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4020 Economic Development and Industrial Corporation of Boston (EDIC)
Historical note

The Economic Development and Industrial Corporation of Boston was established by Chapter 1097 of the Acts of 1971. The function of EDIC is: to conduct research into industrial conditions, investigate and assist in the establishment of educational, commercial, and industrial projects, including projects involving private enterprise, for the purpose of expanding and strengthening the local economy, and to seek to coordinate the activation of unofficial bodies organized for these purposes. In 1993, Mayor Thomas M. Menino merged the Boston

Redevelopment Authority and EDIC into a single citywide development agency.

4020.001 Publications circa 1971-1992 17 volumes
Scope and Contents note

Includes publications produced by EDIC relating to Economic Development and program activities.

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9702 Elderly Commission
Historical note

The Council on Aging was established by Chapter 5 of the Ordinances of 1968. By Chapter 4 of the Ordinances of 1970, the council was reorganized and the name changed to Commission on Affairs of the Elderly. The Commission on Affairs of the Elderly is cognizant of federal and state legislation concerning financial assistance, information exchange and planning for better community programming for the elderly, and coordinates or carries out programs designed to meet the problems of the aging in coordination with programs of the Commission on Aging established under Chapter 6 of the General Laws.

9702.001 Newsletters 1977 November-1999 July 6 flat boxes
Scope and Contents note

Issues of the newsletter "Boston Seniority" published by the City of Boston Elderly Commission.

9702.002 Photographs 1977 November-July 1999 5 photograph boxes
Scope and Contents note

Collection of photographs published in the newsletter "Boston Seniority" by the City of Boston Elderly Commission. Subjects include views of Boston, activities of the Elderly Commission, individuals and buildings.

9702.003 Commissioner Lieberman records 1980-1984 1 record carton
Scope and Contents note

Collection of records donated by Ricki Lieberman who served as Commissioner of Aging from 1980-1984. Includes manual, reports to the Mayor, audio tapes, publications, artifact, etc.

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4700 Election Department
Historical note

The Board of Registrars of Voters was appointed in May of 1874 and was succeeded July 1, 1895 by the Board of Election Commissioners. This department exercises all the powers and duties formerly conferred upon the Board of Registrars of Voters (including the preparation of the jury list), except the power and duty of giving notice of elections and fixing the days and hours for holding the same. The Board also exercises all the powers and duties formerly

conferred upon the City Clerk and other officers by chapter 504 of the Acts of 1894. One Election Commissioner is appointed by the Mayor each year, term beginning on the 1st of April. The two leading political parties must be equally represented on the Board and the Chairman is designated annually by the Mayor.

4700.001 Voter registrations circa 1857-1940 with gaps 382 volumes

Scope and Contents note

Includes indexes to naturalized male voters from 1857-1895; naturalized male voter registrations from 1864-1895; index to naturalized and native male voters, 1896-1900; naturalized and native male voter registrations from 1896-1897; women voter registers, circa 1920-1940. The women voter registers were used to register women in 1920. After 1920, men are also included in these registers.

4700.002 Women voter registrations 1884-1920 122 volumes

Scope and Contents note

In Massachusetts, women were allowed to vote in school board elections beginning in 1879. This law (Chapter 223, Acts of 1879) required that they follow the same provisions that were set for men; these included, paying a poll tax, the capabilities to read and write in the English language, and were at least 21 years of age. Includes voter registrations of naturalized and native women for school board elections from 1884-1920. Only the Naturalized Women Voter Registers have an index, all others must be searched by women's last name and/or by date. Complete entries include a woman's age, birthplace, citizenship status, and address.

4700.003 List of Qualified Male Voters 1889 1 oversized volume

Scope and Contents note

Printed list of qualified male voters for 1889 kept in the Mayor's Office.

4700.004 Record of Returns of Votes from the several wards in the City of Boston 1822-1853, 1862-1894 9 volumes

Scope and Contents note

Returns, certified by the City Clerk, of all votes cast in elections. Volumes from 1822-1877 do not include Common Council returns.

4700.005 Record of Votes by Precinct 1878-1894 17 volumes

Scope and Contents note

Record of returns of votes cast by ward and precinct.

4700.006 Records of Votes cast at Special Elections 1879-1891 25 volumes

Scope and Contents note

Records of votes cast at special elections held in individual wards.

4700.007 Record of change of enrolment 1926-1954 23 volumes

Scope and Contents note

Record of appearance by individual before the Election Commissioners to change party enrolment.

4700.008 Record of Oaths 1896-1935 1 volume

Scope and Contents note

Record of oaths sworn by Assistant Registrars of Voters.

4700.009 Scrapbook 1895-1897, 1908 1 oversized volume

Scope and Contents note

Scrapbook of forms used by the Election Commissioners. Includes registration forms, nomination papers, ballots, ward map, instructions, certificates of Election, polling location posters, etc.

4700.010 Annual reports and publications 1875-1991 44 volumes

Scope and Contents note

Includes copies of annual reports for the years 1924, 1926-1928, 1930-1932, 1934-1935, 1937, 1939-1953, 1971, 1973-1981, 1991; "Ordinance Defining New Boundaries of Wards", 1875; "Lists of Streets, Avenues, Courts, Places, etc.", 1880 and 1896; "Act to Provide for Printing and Distributing Ballots at the Public Expense and to Regulate Voting...Being the So-called Australian Ballot Law", 1889; "Report of Special Committee on New Division of Wards into Voting Precincts", 1889; "List of Questions Submitted to the Voters of Boston from Jan. 1, 1822 to Jan. 1, 1909", 1909; "Wards Established Dec. 30, 1924", 1924; and "Voting Precincts Established May 8, 1925", 1925. Annual reports can also be found in the [City Documents series](#).

4700.011 Ward and precinct maps 1878-1925 8 volumes

Scope and Contents note

Map books showing ward and precinct boundaries for the years 1878, 1886, 1889, 1890, 1895, 1916, 1921 and 1925 printed by the Election Department.

4700.012 Jury lists 1856-1982 126 volumes

Scope and Contents note

Lists of names of persons liable to serve as jurors in the several courts of Suffolk County.

4720.001 Annual Listing of Residents 1931-1978 with gaps 34 volumes and 1 pamphlet box

Scope and Contents note

Annual Listing of Residents age 20 and over. Includes listings for 1931, ward 1; 1938, wards 1-2, 9-13, 16-17, 19-21; 1952, wards 9, 11-12; 1959, ward 18; 1961, ward 15; 1965, wards 17-18, 20, 22; 1976, wards 4, 16-22; and 1978, wards 15-17, 20.

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9703 Emergency Shelter Commission

Historical note

The Emergency Shelter Commission was established by Chapter 4 of the Ordinances of 1983. The Commission is under charge of a board consisting of the Director of Public Facilities, the Commissioner of Health and Hospitals, and three commissioners appointed by the Mayor. The Commission provides placement assistance services to those in search of emergency shelter and referral services to programs which serve meals and distribute clothing. The Commission also conducts research projects, provides statistical information concerning the homeless and publishes semi-annual reports. The Commission advocates for the needs of the homeless in public forums and before public agencies.

9703.001 Publication 1988-1989 1 volume

Scope and Contents note

One copy of publication "Boston's Comprehensive Policy for the Homeless" Winter, 1989-1990.

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**5200 Environment Department
Historical note**

The Environment Department was created under Section 1-10 of Chapter 624 of the Acts of 1982 to coordinate the varied and related concerns of six separate commissions. The Air Pollution Control Commission, Back Bay Architectural Commission, Beacon Hill Architectural Commission, Boston Art Commission, Boston Conservation Commission, and Boston Landmarks Commission all retain their autonomy within their area of statutory responsibility. The Department is designed to bring about more efficient use of each commission's staff resources.

**5200.001 Publications 1972, 1995-1997 4 volumes
Scope and Contents note**

Includes "Charles to Charles", a report on the need to preserve open space along the Charles river, 1972; and three successive publications for 1995, 1996, and 1997 entitled "Environmental Blueprint" outlining an environmental plan and action agenda for the City of Boston.

**5210 Boston Landmarks Commission
Historical note**

The Boston Landmarks Commission, established by Chapter 772 of the Acts of 1975, is the city's historic preservation agency. The Commission is responsible under state law for: architectural surveys of all the city's neighborhoods, relating each community's history as recorded by its building and sites; public education on architecture and historic preservation, including publications and exhibitions; and designation of landmarks and several categories of historic districts within the city through a process involving the preparation of technical study reports and public hearings. The result is a review process for changes to designated properties within limits set at the time of designation.

In 1983 the Landmarks Commission began an archeology program which became the City Archeology Program. The Program manages archaeological remains located on public and private land in Boston.

**5210.001 Publications 1979-1985 7 volumes
Scope and Contents note**

Includes the following publications: Place Over Time: a Prospectus for an Exhibition, 1979; Place Over Time: Central Exhibit Content and Design, 1979; Annual Report, 1980; Preservation Revolving Fund Casebook, 1981 and 1985; Report of the Boston Landmarks Commission on the Potential Designation of the Coulton Building as a Landmark, 1985; and Clam Point Dorchester: a Development History, 1981.

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9701 Finance Commission
Historical note

The Finance Commission was initially established by virtue of an Order of the City Council, approved January 29, 1907, which authorized the Mayor to appoint a Finance Commission to consist of seven citizens of Boston. The commission was instructed to examine into all matters pertaining to the finances of the City, including appropriations, debt, loans, taxation, expenditures, bookkeeping, auditing and administration. By Chapter 481 of the Acts of 1907, authority was given to the commission to summon witnesses and to order the production of books, papers, etc. By Chapter 562 of the Acts of 1908, the commission was ordered to report its findings and recommendations to the General Court and its powers were enlarged to enable it to secure testimony on any matter within the scope of its investigation.

The authorizing statutes of the present Finance Commission are Ch. 562, Acts of 1908; Ch. 486, s. 17, Acts of 1909; and Ch. 740, s. 3, Acts of 1964. It consists of five commissioners appointed by the Governor and confirmed by the Executive Council, the term of each being five years. The chairman is named by the Governor. The members of the commission, other than the chairman, serve without pay. The Finance Commission conducts investigations into all matters it deems appropriate. The Commission hires independent staff who conduct many of the investigations, with the Commission publishing and presenting all final reports. The Finance Commission also reviews, and if necessary investigates, all contracts referred to it and reports its findings and recommendations to the Mayor.

9701.001 Records circa 1910-1973 14 record cartons
Scope and Contents note

Includes reports, correspondence, studies and related information on issues investigated by the Boston Finance Commission. This collection is unprocessed.

9701.002 Publications 1908-1974 with gaps 85 volumes
Scope and Contents note

Includes Reports of the Boston Finance Commission and surveys on the Boston Public Schools, Building Department, Welfare Department, Health Department and Boston Elevated Railway.

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0500 Fire Department
Historical note

The origins of the Boston Fire Department date back to 1678 with the establishment of the first engine company and the receipt of the first hand fire engine in North America. The Board of Fire Wards was established on February 1, 1711. Prominent men were chosen as Fire Wards and were responsible for the operation and maintenance of the equipment assigned to their ward. Chapter 52 of the Acts of 1825, "An Act Establishing a Fire Department in the City of Boston and an Ordinance for the preventing and extinguishing of fires and establishing a fire department" went into full operation in April of 1826. With this legislation, the Board of Fire Wards was dissolved. All records and property belonging to the city were transferred to the Chief Engineer in May of 1826.

By the reorganization in 1837, the Fire Department changed from a partially volunteer to a paid fire department. On June 16, 1851, the City Council passed an order to erect a system of telegraphic fire alarms and the first regular alarm on the new system was received on April 29,

1852. On January 1, 1859, two new steam engines were put in service replacing two hand engines. On October 24, 1873, the City Council passed an ordinance creating a Board of Fire Commissioners to oversee the department. Section 9 of Chapter 449 of the Acts of 1895, an act to amend the City Charter, abolished the Board of Fire Commissioners and placed the Department under the charge of one Fire Commissioner. The Chief Engineer serves as the Executive Officer of the Commissioner and directs the work of the members of the Department.

0500.001 General orders 1947-1962, 1966, 1968-1970 2 record cartons

Scope and Contents note

General Orders sent out to all station houses by the Fire Commissioner concerning administrative and personnel issues.

0500.002 Special orders 1946-1962, 1968 3 record cartons

Scope and Contents note

Special Orders sent out to all station houses by the Fire Commissioner.

0500.003 House journals 1913-2006 with gaps 66 record cartons

Scope and Contents note

Station House journals of Engine 28/Ladder 10, 1942-2002 with gaps; Engine 32/Ladder 9, 1913-2006 with gaps; Engine 41/Ladder 14, 1941-1968 with gaps; and Engine 50, 1961-2000 with gaps. House journals record calls received and response, members present and other functions of house.

0500.004 Photographs circa 1900-1961 10 photographs

Scope and Contents note

Small collection of 10 photographs donated to City Archives. Includes image of horse-drawn fire apparatus, undated; Fire Engine on Cambridge Street, undated; Engine 47 Fire Boat, 1948; Fire Department Banner on Washington Street, 1956; Fire on Brattle Street, 1959; 4 photographs of damage to North Station MTA, 1959; and Gil Jones and Fire Prevention Detail, 1961.

0500.005 Annual reports and publications 1835-2004 14 volumes

Scope and Contents note

Includes copies of annual reports for 1879, 1885-1890, 1945 and 1971; programs for Fire Department annual ball for 1973 and 2004; Constitution of the Charitable Association of the Boston Fire Department, 1835; Report of the Joint Special Committee appointed to inquire into the causes of recent fires in Boston, 1893; and Boston Fire Prevention Code (Chapter 3 of the Ordinances of 1959), 1959. Annual reports can also be found in the [City Documents series](#).

0500.006 Scrapbook 1841-1847 1 volume

Scope and Contents note

Scrapbook and log of fires in Boston and other towns, 1841-1847.

0500.007 Fire logs 1880-1967 53 oversized volumes

Scope and Contents note

Logs of fires from 1880-1908 January and 1913-1967. Includes location, owners, cause, amount of damages, companies responding, remarks etc.

0500.008 Lists of call men 1837-1858 2 volumes

Scope and Contents note

Registers recording names of firemen, engine company, date admitted and discharged. Beginning in 1837, compensation was given to firemen who served for six consecutive months with the same engine company.

0500.009 Payrolls 1902-1972 with gaps 20 volumes
Scope and Contents note

Payroll lists for the Fire Department from 1902-1907, 1945, 1947, 1949, 1956-1969 and 1972.

0500.010 Receiving books 1961-1968 with gaps 4 volumes
Scope and Contents note

Receiving books of goods and services purchased for the Maintenance Division from 1961 and for Headquarters from 1962-1963 and 1968.

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5400 Inspectional Services Department
Historical note

The Inspectional Services Department was established by Chapter 19 of the Ordinances of 1981. Inspectional Services holds and exercises all powers and duties imposed on it by law including but not limited to duties formerly held and exercised by the Building Commissioner and the Housing Inspection Commissioner.

The Inspectional Services Department (ISD) is comprised of five regulatory divisions whose aim is to protect and improve the quality of life for all Boston residents by effectively administering and enforcing building, housing, health, sanitation and safety regulations mandated by City and State governments.

5410 Building Division
Historical note

The Building Department was established by Chapter 280 of the Acts of 1871 "An Act to Provide for the regulation and Inspection of Buildings, the more effectual Prevention of Fire and the Better Protection of Life and Property in the City of Boston." This act was superseded by Chapter 419 of the Acts of 1892. This act, although amended from time to time, remained in effect until August 1, 1907, when it was superseded by Chapter 550 of the Acts of 1907, which remained as the Building Law of the City of Boston until 1943.

Chapter 479 of the Acts of 1938 as amended, "An Act for the Codification, Revision and Amendment of the Laws Relative to the Construction, Alterations and Maintenance of Buildings and other Structures in the City of Boston" was passed by the Legislature on June 27, 1938, with the provision that it take effect upon its acceptance by the Boston City Council, whereupon the Council proceeded to hold a series of public hearings on proposed amendments submitted by architects, builders, property owners and various civic organizations. As a result of these hearings, numerous amendments to the act were accepted by the City Council. The Act was approved by the Council in 1943. Since 1943, the code underwent several minor and a number of major amendments or revisions.

On January 1, 1975, the Massachusetts State Building Code, Chapter 802 of the Acts of 1972, as amended, went into effect in the City of Boston and superseded all previous codes. The Building Department and the Housing Inspection Department were abolished and all powers and duties transferred to the Inspectional Services Department by Chapter 19 of the

Ordinances of 1981.	
5410.001 Building permit files of demolished buildings (Takedowns) circa 1919-1987 162 record cartons Scope and Contents note	
Building permit files of demolished buildings, also called "Takedowns." File jacket usually includes original building permit, permits for repair or renovation, violation notices, correspondence and permit to repair or raze (Takedown permit).	
5410.002 Photographs of demolished buildings circa 1950-1990 75 record cartons Scope and Contents note	
Photograph files of buildings ordered razed by the City of Boston. Photographs document condition of building just prior to demolition and usually include photograph of lot after demolition.	
5410.003 Permits and permit log books 1874-1963 21 volumes and 3 document cases Scope and Contents note	
Miscellaneous building/alteration permits and logs of permits issued and applications filed. Includes permits to do alterations, 1874-1876, 1886 and 1888; logs of daily entry sheets of new construction, alterations, elevators, fire escapes, takedowns, etc., 1946-1947, 1950-1959, logs of gas fitting permits, 1939, 1953-1963; log of electrical permits, 1956-1959, log of plumbing permits, 1953-1957; log of applications to install boilers, engines, ovens, sprinklers, etc., 1958-1962; log of unsafe buildings, 1953-1957; log of permits for 3rd class and composite buildings, 1913-1915; log of building permits issued, 1910, 1927-1928; log of plans filed, 1916-1917; and log of violations of the statutes, 1953-1957.	
5410.004 Permit plans circa 1970-1995 7 file cabinets Scope and Contents note	
Plans filed with building permits on aperture cards. Contact the Inspectional Services Department, Building Division for access to plans.	
5410.005 Certificates of Use and Occupancy 1972-1995 147 record cartons Scope and Contents note	
Files arranged alphabetically by address. Files generally include copy of the certificate, inspection reports and other materials submitted during the application process.	
5410.006 Building Code 1887-1970 with gaps 9 volumes Scope and Contents note	
Printed volumes of legislation relating to buildings for the years 1887, 1892, 1895, 1901, 1915, 1921, 1944, 1954 and 1970.	
5410.006 Correspondence 1969-1975 12 record cartons Scope and Contents note	
Includes incoming and outgoing correspondence of the Building Commissioner and Assistant Commissioner. This collection is unprocessed.	
5410.007 Subject files circa 1958-1985 5 record cartons Scope and Contents note	
Subject files of the Building Commissioner. Includes correspondence, reports, plans, etc.	

5410.008 Bulletins 1962-1972 1 volume
Scope and Contents note

Building Commissioner's Bulletins relating to approvals for use of new building products. Includes bulletins #101-#184.

5410.009 Photographs of Building Department offices circa 1917, 1968 30 photographs
Scope and Contents note

Includes photographs of Building Department offices from circa 1917 including Commissioner's Office, Inspectors' desks, plans area, and document file vault. Also includes photographs of Building Department offices in the New City Hall, 1968.

5410.010 Special examination reports and photographs 1915-1918 1 volume
Scope and Contents note

Reports of special examinations of buildings in response to complaints of unsafe conditions. Includes photographs of buildings.

5410.011 Hotel Vendome records circa 1911-1973 2 document cases
Scope and Contents note

Records relating to the collapse of the Hotel Vendome which killed nine Boston firefighters on June 17, 1972. Includes files of permits, correspondence, etc. of the Hotel Vendome at 154-170 Commonwealth avenue that were reviewed during the investigation into the collapse; correspondence relating to the investigation; final report of the investigation; and supplemental report on the reconstruction.

5410.012 Street numbering records 1898-1972 3 letter boxes and 10 volumes
Scope and Contents note

Includes Building Department copies of notices of changes in street numbering sent by the Public Works Department and street number logs from 1898-1946, 1951-1958 and 1964-1970.

5420 Committee on Licenses
Historical note

The Committee on Licenses is under the board known as the Public Safety Commission in the Building Department. The Committee on Licenses is comprised of representatives from the Fire Department, Inspectional Services Department and the Transportation Department. The Committee on Licenses has the powers and performs the duties formerly conferred on the Board of Street Commissioners relating to the permitting for the storage of flammable materials and storage of vehicles in garages.

5420.001 Proceedings 1954-1970 2 record cartons
Scope and Contents note

Minutes and hearing lists of the meetings of the Public Safety Commission, Committee on Licenses.

5420.002 Flammable/underground storage permit applications circa 1908-1984 26 record cartons
Scope and Contents note

Approved applications for storage of flammable materials in aboveground and underground storage tanks. Also includes garage permits for the storage of gasoline in the tanks of cars.

5420.003 Records circa 1957-1975 5 record cartons

Scope and Contents note

Miscellaneous records of the Committee on Licenses. Includes hearing transcripts, correspondence, lists and applications for used car dealerships, revocations and applications for open air parking space licenses. This collection is unprocessed.

5420.004 Index to Licenses and permits issued circa 1911-1962 12 record cartons
Scope and Contents note

Index card file for underground/flammable licenses and permits issued for wards 16-22 only. Arranged alphabetically by address within each ward.

5420.005 Index to applications withdrawn circa 1911-1940 2 record cartons
Scope and Contents note

Index card file for withdrawn underground/flammable permit applications for wards 1-22. Arranged alphabetically by address within each ward.

5420.006 Photographs circa 1962-1982 17 folders
Scope and Contents note

Photographs of miscellaneous inflammable liquid storage facilities. Includes aerial photographs of Commercial Point in Dorchester showing the Boston Gas tank from 1968.

5430 Division of Health Inspections 1969-1994 13 record cartons
Historical note

The Division of Health Inspections regulates food establishments such as: retail food stores, restaurants, caterers, commissaries, day care facilities, hospitals, nursing homes, mobile and Haymarket vendors as well as recreational camps for children, swimming pools, baths and funeral homes.

5430.001 Records circa 1978-1994 11 record cartons
Scope and Contents note

Includes copies of permits issued for milk wholesalers, funeral directors, sale of frozen desserts, massage/vapor baths, etc., circa 1977-1988; complains of violations, circa 1978-1986; and temporary food service applications, 1992-1994. This collection is unprocessed.

5440 Housing Inspection Division 1956-1991 25 record cartons
Historical note

A Housing Inspection Department was created in the City of Boston by Chapter 1 of the Ordinances of 1965. Minimum standards of fitness for human habitation were adopted by the Massachusetts Department of Public Health effective 1 October 1960. The City of Boston created the Housing Inspection Department to serve as a clearinghouse for all complaints of violations relating to housing conditions. Chapter 19 of the Ordinances of 1981 merged the Building Department and Housing Inspection Department and formed the Inspectional Services Department. The Housing Inspection Division of the Inspectional Services Department enforces the State Sanitary Code as it pertains to residential dwellings, both public and private and also enforces city ordinances relating to housing conditions.

5440.001 Records circa 1956-1991 9 record cartons and 4 document cases
Scope and Contents note

Includes administrative files, complaint case files, financial records, etc. This collection is unprocessed.

5450 Board of Appeals

Historical note

Any applicant for a permit from the Building Commissioner whose application has been refused in re building law or in re zoning law may appeal there from within ninety days, and a person who has been ordered to incur expenses may within thirty days after receiving such order (or in the case of its being a hazardous condition in the opinion of the Building Commissioner within ten days) appeal to the Board of Appeal by giving notice in writing to the Commissioner. All cases of appeal are settled by the Board after a hearing, and a decision rendered on same open for public inspection.

5450.001 Proceedings 1936, 1974-1980 1 volume and 2 record cartons

Scope and Contents note

Minutes of the Board of Appeals on Zoning from 1936 and minutes of the Board of Appeals from 1974-1980.

5460 Board of Zoning Adjustment

Historical note

The Board of Zoning Adjustment was established by Chapter 488 of the Acts of 1924. The Board consisted on the Chairman of the City Planning Board and eleven other members, and eleven alternates, appointed by the Mayor from certain societies, boards and associations. Either upon petition or otherwise, the Board could change the boundaries of districts, by changing the zoning map on file at the state secretary's office, to meet altered needs of a locality, to avoid undue concentration of population, to provide adequate light and air, to lessen congestion in streets, to secure safety from fire, panic and other dangers, to facilitate the adequate provision of transportation, water, sewerage, and other public requirements and to promote the health, safety, convenience and welfare of the inhabitants of the City of Boston. The Board of Zoning Adjustment was dissolved on December 30, 1964 and the new Boston Zoning Code became effective on December 31, 1964.

5460.001 Proceedings 1957 June 12-1963 April 24 0.5 record carton

Scope and Contents note

Minutes of the meetings of the Board of Zoning Adjustment.

5460.002 Decisions 1924-1955 5 record cartons

Scope and Contents note

Decisions on petitions presented to the Board of Zoning Adjustment. Includes petition, correspondence, hearing transcript, decision and maps.

5460.003 Sign permit index circa 1924-1945 1 record carton

Scope and Contents note

Index card file of sign permits approved with information on applicant, location, and dimensions.

5460.004 Annual reports 1925-1939 with gaps 8 folders

Scope and Contents note

Copies of annual reports submitted to the Secretary of the Commonwealth's Office for the years 1925, 1927-1931, 1936 and 1939. Annual reports can also be found in the [City Documents series](#).

5470 Commission on the Height of Buildings

Historical note

Chapter 333 of the Special Acts of 1915 created a commission consisting of the chairman of

the City Planning Board, the Fire Commissioner and the Building Commissioner to determine and revise the boundaries of districts A and B as designated by the commission on height of buildings, in accordance with the provisions of chapter 333 of the Acts of 1904. Upon the recording of the order of revision, the commission became inoperative.

5470.001 Proceedings 1915 December 15-1917 January 12 1 volume
Scope and Contents note

Includes minutes, hearing transcripts and orders of the Commission.

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8500 Institutions, Public
Historical note

With the establishment of the House of Industry in 1823, the responsibilities of the Overseers of the Poor were limited to "out-door relief" or relief provided outside of public institutions. The Directors of the House of Industry were responsible for "in-door relief" or support in the public institution. Prior to 1857, the House of Industry and House of Reformation were under the charge of the Directors of the House of Industry. The House of Correction was under the charge of the Overseers of the House of Correction.

From 1857 to 1885, the public institutions were in charge of a Board of Directors, twelve in number; from 1885 to 1889, in charge of a Board, consisting of nine members; from 1889 to 1895, in charge of the Board of Commissioners of Public Institutions, three in number. By Chapter 449 of the Acts of 1895, the institutions were placed under the charge of one commissioner, known as the Institutions Commissioner.

By Chapters 395 and 451 of the Acts of 1897, the control of the institutions was divided, and they were placed under the Children's Institutions Department, the Pauper Institutions Department, the Insane Hospital Department and the Penal Institutions Department.

Chapter 7 of the Ordinances of 1920 abolished the Penal Institutions, Infirmary, Children's Institutions and Institutions Registration Departments and consolidated them into one department called the Institutions Department under the charge of one commissioner. Chapter 9 of the Ordinances of 1924 re-established the Penal Institutions Department separate from the Institutions Department.

Section 35 of Chapter 2 of the Ordinances of 1954 abolished the Institutions Department, including the office of the Commissioner of Institutions. The powers, duties and appropriations of said department in relation to the commitment of the insane and to Long Island and the institution thereon belonging to the city were transferred to the Hospital Department. The powers, duties and appropriations of the Institutions Department in relation to all other matters were transferred to the renamed Welfare Department, formerly the Public Welfare Department.

Chapter 138 of the Acts of 1991 abolished the Penal Institutions Department and the post of Penal Institutions Commissioner. The House of Correction at Deer Island was decommissioned upon the opening of the new facility at South Bay. The House of Correction is now under the charge of the Suffolk County Sheriff's Office.

8500.001 Annual reports 1857-1928 with gaps 38 volumes
Scope and Contents note

Includes copies of annual reports of the Board of Directors of Public Institutions, 1857-1886 and 1888; Commissioner of Public Institutions, 1890-1891, 1893-1894, 1897, and 1928;

Superintendent of Marcella Street Home and Nursery, 1888 (includes photographs); Children's Institutions Department, 1896, 1901-1920; Institutions Registration Department, 1901, 1913-1915; and one bound volume of City Documents relating to the Lunatic Hospital, Inspectors of Prisons, Directors of Public Institutions and Rules and Regulations, 1863-1869. Annual reports can also be found in the [City Documents series](#).

[Link to finding aid: Children's Institutions Department](#)

8500.002 Lantern slides circa 1900-1920 36 slides

Scope and Contents note

Collection of lantern slides of views of buildings and residents of Deer Island.

8500.003 Photographs 1946 17 photographs

Scope and Contents note

Photographs of trip taken by administrators of the Institutions Department and Long Island Hospital to Prawl's Island, New York to take possession of the LT 462 which was renamed the James M. Curley.

8501 Institutions Department

Historical note

The origins of the Institutions Department date back to 1823 with the establishment of the House of Industry. By Chapter 449 of the Acts of 1895, the public institutions were placed under the charge of one commissioner, known as the Institutions Commissioner. By Chapters 395 and 451 of the Acts of 1897, the control of the institutions was divided, and they were placed under the Children's Institutions Department, the Pauper Institutions Department, the Insane Hospital Department and the Penal Institutions Department.

8501.002 House of Industry inmate registers 1858 January-1897 April with gaps 25 volumes

Historical note

Chapter 26 of the Acts of 1822 established the House of Industry in the City of Boston as a workhouse for able-bodied poor. By Section 9 of Chapter 536 of the Acts of 1896, the House of Industry was established as a house of correction for the county of Suffolk and designated as the House of Correction at Deer Island.

Scope and Contents note

Includes registers and indexes for the inmates who were sentenced to the House of Industry on Deer Island. The registers cover January 1858 through April 1897 with four gaps. The gaps appear at June 1865–August 1869, April 1876–November 1879, September 1881–August 1882, and September 1894–August 1895. Registers list name, age, color, birthplace, marital status, literacy abilities, date, wherefore, number of mittimus, sentence, date of expiration, number of times admitted previously and manner of discharge. After 1879, register also lists court.

[Link to finding aid](#)

8501.100 Boston Almshouse and Hospital patient registers 1853 November-1914 August with gaps 3 volumes

Historical note

A Home for the Poor was constructed on Long Island in 1887. Male paupers were moved from Rainsford Island to the new building on Long Island in 1888. The Hospital building was erected in 1893 and 1894. The Homes for male and female paupers were consolidated on Long Island in 1894. The Boston Almshouse and Hospital furnished full support to poor persons having a legal settlement in Boston and hospital care and treatment for those

afflicted with chronic illness. The name "Boston Almshouse and Hospital" had been found to be a deterrent to the admission of many worthy people who felt stigmatized by the term "almshouse". On December 14, 1924, with the approval of the Mayor, the name of the entire institution was changed to "Long Island Hospital". On June 1, 1954, the Long Island Hospital was transferred from the Institutions Department and became the Long Island Division of the Hospital Department.

Scope and Contents note

Includes two patient registers and one index. The registers cover the dates November 1853 through August 1914. The dates of the index are January 1893 through August 1914. The Registers record the name of persons who entered the Almshouse along with a register number, age, place of birth, date admitted, date discharged, whether the person was discharged or died, and sometimes a few brief remarks.

[Link to finding aid](#)

8502 Penal Institutions Department

Historical note

A Penal Institutions Department was initially established by Chapters 395 and 451 of the Acts of 1897, which divided the control of the city's institutions. The Penal Institutions Commissioner had charge and control of Deer Island, the House of Correction at South Boston and the House of Correction at Deer Island.

Chapter 7 of Ordinances of 1920 abolished the Penal Institutions Department and again consolidated the public institutions into one department called the Institutions Department under the charge of one commissioner. Chapter 9 of the Ordinances of 1924 re-established the Penal Institutions Department separate from the Institutions Department.

Chapter 138 of the Acts of 1991 abolished the Penal Institutions Department and the post of Penal Institutions Commissioner. The House of Correction at Deer Island was decommissioned upon the opening of the new facility at South Bay. The House of Correction is now under the charge of the Suffolk County Sheriff's Office.

8502.001 House of Correction records 1848-1970 with gaps 148 volumes

Historical note

In October of 1823, a House of Correction was organized temporarily in the North Jail on Leverett Street for the confinement and labor of lewd, idle and disorderly persons sentenced by the Police Court. By Chapter 28 of the Acts of 1824, the House of Correction in the City of Boston was established as the House of Correction for the County of Suffolk. The House of Correction was located in South Boston until 1896. By Section 15 of Chapter 536 of the Acts of 1896, the House of Correction at South Boston ceased to be a house of correction after all the prisoners sentenced there were transferred to the former House of Industry on Deer Island which was designated the House of Correction at Deer Island or discharged. The last inmates were transferred from the South Boston facility by 1902. The House of Correction was located on Deer Island until 1991 when it was transferred to its current location at South Bay. The House of Correction houses inmates convicted of crimes with sentences of 2 ½ years or less.

Scope and Contents note

Records of the House of Correction from 1848 through 1970, with the bulk of the dates covering 1878 through 1970. Includes inmate registers, indexes, log books, various financial records, as well as pardons and permits.

[Link to finding aid](#)

8503 Children's Institutions Department

Historical note

By Chapters 395 and 451 of the Acts of 1897, the control of the city's institutions was divided, and they were placed under the Children's Institutions Department, the Pauper Institutions Department, the Insane Hospital Department and the Penal Institutions Department.

The trustees of the Children's Institutions Department had charge and control for the house of employment and reformation of juvenile offenders, known as the House of Reformation at Rainsford Island, the Parental School for Truants at West Roxbury and the Home for Pauper and Neglected Children on Marcella street, Roxbury. They also had charge and control of children placed in country homes and the general supervision of children placed in institutions throughout the State, for whose care the city paid.

Chapter 7 of Ordinances of 1920 abolished the Penal Institutions, Infirmary, Children's Institutions and Institutions Registration Departments and consolidated them into one department called the Institutions Department under the charge of one commissioner.

8503.001 Marcella-street Home register of sentenced inmates 1877 April-1898

November 1 volume

Historical note

The Marcella Street Home was located on the site of the former almshouse of the City of Roxbury. In 1876-1877, additions and alterations were made for the accommodation of pauper boys and neglected male children. In 1881-1882, new buildings were completed to accommodate the pauper and neglected girls formerly housed at Deer Island. Children were sentenced by municipal and district courts under Chapter 283 of the Acts of 1866. They were also admitted by permit of the directors of Public Institutions. The home closed on November 22, 1898 when all the children left in the home could be placed at once with families.

Scope and Contents note

Register of those children who entered the Marcella-street Home from its opening in April 1877 through its closing in November 1898. Includes register number, date of birth, place of birth, date of admission, date of discharge, father's name and place of birth, mother's name and place of birth, residence when admitted, religion, sentence, to whom the child was discharged, physical description, as well as any general remarks.

[Link to finding aid](#)

8504 Insane Hospital Department

Historical note

Chapter 451 of the Acts of 1897 established the Insane Hospital Department which had general care and control of the Boston Lunatic Hospital and all other hospitals the City had established or would establish for the care and treatment of the Insane, and the same would be known as the Boston Insane Hospital. By Chapter 613 of the Acts of 1908, responsibility of care of the insane was transferred to the Commonwealth.

8504.002 Boston Lunatic Hospital patient register 1839-1854 1 volume

Historical note

The Boston Lunatic Hospital was established by Chapter 131 of the Acts of 1839. It was built on First Street in South Boston in 1839. Two wings were added in 1846. In 1887, the former Home for the Poor at Austin Farm became an outlying ward of the Boston Lunatic Hospital for chronic and mild cases of insane persons. In 1892, the City purchased Pierce Farm on Walkhill and Canterbury Street and built two hospital buildings. Two new hospital buildings were also built at Austin Farm. By 1895, all patients housed in the hospital at South Boston were transferred to Austin and Pierce Farms. The men were housed on Pierce Farm and the women were housed on Austin Farm.

Scope and Contents note

List of patients who entered the Boston Lunatic Hospital between December 1839 and

February 1854. A note on the first page of the volume states that this list was compiled from the monthly reports submitted to the Board of Visitors of the Hospital by the Superintendent of the Hospital. There are also a couple of pages of printed text, which list the members of the Board of Visitors for the years 1853 and 1854.

[Link to finding aid](#)

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0275 Intergovernmental Relations

Historical note

The Intergovernmental Relations Department was created in 1980 by Mayor Kevin H. White. Intergovernmental Relations coordinates the City's dealings with the federal, state, and other local governments, seeking to foster constructive links between the City and these entities. The department keeps the Mayor informed about intergovernmental issues and assists him in representing the City's interests in these matters. In addition, the office serves as a liaison between the Administration and the Boston City Council.

0275.001 Records 1988-2003 3 records cartons

Scope and Contents note

Subject files pertaining to topics such as Boston's bids for the 2000 and 2004 Democratic National Conventions, City to City Boston's Leadership Exchange, remarks and Correspondence of Mayors Flynn and Menino, and the U.S. Conference of Mayors. Also includes photographs and videotapes from Boston's bid for the 2000 Democratic National Convention.

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0700 Law Department

Historical note

The Office of Attorney and Solicitor was established by ordinance passed on June 18, 1827. The Office of City Attorney was abolished by ordinance passed April 29, 1846. The ordinance passed March 30, 1881 established the Office of Corporation Counsel and Office of City Solicitor. Known as the Law Department, it was jointly under the charge of the Corporation Counsel and City Solicitor. The Office of City Solicitor was abolished and the department placed under sole charge of the Corporation Counsel by ordinance which went into effect on July 1, 1904.

The Corporation Counsel has supervisory authority over all City attorneys and legal affairs. The Law Department has general charge of all the City's legal affairs, and represents the City of Boston and the County of Suffolk in all litigation to which they are a party. The Department provides a comprehensive array of legal services: formal and informal opinions to the Mayor, the City Council, the Boston School Committee, and City or County Officials and other employees in matters relating to the discharge of their official duties; and representation for these individuals and entities in litigation of all types. Additionally, the Law Department reviews all City and County contracts, pursues claims on behalf of the City through affirmative litigation, initiates foreclosure proceedings on tax delinquent properties, and conducts a program which provides technical assistance to citizens and others with problems concerning immigration, residency status and naturalization.

0700.001 Opinions of the Corporation Counsel 1895-1956, 1966-1969 42 volumes
Scope and Contents note

Legal opinions of the Corporation Counsel.

0700.002 General Docket 1939-1997 15 volumes
Scope and Contents note

Docket of cases handled by the Law Department. Lists names of parties, date of process, court, cause of action, remarks and results.

0700.003 Examinations of titles [of land purchased by the city?] circa 1860-1890 1 volume
Scope and Contents note

Record of title examinations on properties purchased by the city. Includes Austin Farm and other properties.

0700.004 Publication 1904 1 volume
Scope and Contents note

Includes printed copy of the will of Benjamin Franklin and of the proceedings of the Courts and of the Managers of the Franklin Fund relating to the will which were compiled by the Corporation Counsel.

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0200 Mayor, Office of the
Historical note

Boston was incorporated as a city on February 23, 1822 by Chapter 110 of the Acts of 1821. This act was adopted by the voters on March 4, 1822. The City Charter established the form of government as a Mayor; a Board of Aldermen, consisting of eight elected at large; and a Common Council, of forty-eight elected by wards; to be called when conjoined, 'the City Council.' The Mayor and Aldermen were vested with the administration of the police, and executive power of the corporation generally, with specific enumerated powers. All other powers belonging to the corporation were vested in the Mayor, Aldermen and Common Council exercised by concurrent vote.

The Mayor served as ex officio Chairman of the Board of Aldermen until 1855. Section 29 of Chapter 448 of the Acts of 1854 , "an act to revise the charter of the City of Boston", provided for the choice of a permanent chairman by the Board of Aldermen who presided at all meetings of the board and at conventions of the two branches in the absence of the Mayor. The administration of the police, together with the executive powers of the corporation generally, all the powers formerly vested in the Selectmen of Boston, and all the powers subsequently vested in the Mayor and Board of Aldermen, as county commissioners or otherwise, were vested in the Board of Aldermen. The Mayor if present continued to preside but without a vote. All other powers belonging to the corporation continued to be vested in the Mayor, Aldermen and Common Council, exercised by concurrent vote.

Chapter 266 of the Acts of 1885, an act to amend the charter of the City of Boston, transferred to the Mayor the power to appoint, subject to the approval of the Board of Aldermen, all officers and boards elected by the City Council or Board of Aldermen, and all offices that may be established in the future. All executive powers vested in the Board of Aldermen were

transferred to the Mayor to be exercised through the several officers and boards of the City in their respective departments, under the general supervision and control of the Mayor. The Mayor no longer would be a member, nor preside at any meeting, nor appoint any committee of the Board of Aldermen.

Chapter 449 of the Acts of 1895 provided for the election of Mayor for a term of two years.

Chapter 486 of the Acts of 1909 vested in the Mayor all the executive powers of the corporation. All heads of departments and municipal boards, excluding the school committee and those appointed by law by the governor, would be appointed by the mayor without confirmation by the City Council. The Mayor was elected at large to hold office for a term of four years.

Chapter 94 of the Acts of 1918 provided that the Mayor could not serve consecutive terms. Chapter 300 of the Acts of 1938 provided that the Mayor of Boston shall be eligible for election for the succeeding term.

0200.001 Addresses 1824-1955 with gaps 1 record carton
Scope and Contents note

Printed copies of annual and inaugural addresses of the Mayor.

0200.002 Boston Tercentenary Committee records 1830, 1930 4 volumes, 2 document cases, 1 flat box
Scope and Contents note

Records of the Tercentenary Celebration of Boston in 1930. Includes time capsule created at the Bicentennial Celebration of 1830 to be opened in 1930 which contains an account of the celebration, proceedings, map of Boston and a letter from the Chief Marshal of the 1830 parade to the Chief Marshal of the 1930 parade. Records of the Tercentenary Celebration include tickets, invitations, programs, publications and scrapbooks of news clippings.

0200.003 Complaint register 1885-1888 1 volume
Scope and Contents note

Register recording complaints made to the Mayor's Office from 1885-1888. Includes date, name of person, complaint and disposition.

0200.004 Boston 200 publications 1973-1977 22 volumes
Scope and Contents note

Publications produced by the Boston 200 Committee, which was created to organize the celebration of the Bicentennial of the United States in Boston. Includes an official guidebook, final report, the neighborhood history series and other publications.

0200.005 Executive Department Reports 1890-1911 with gaps 39 volumes
Scope and Contents note

Bound volumes of departmental annual reports submitted to the Mayor. Annual reports can also be found in the [City Documents](#) series.

0200.006 Publications circa 1895-2000 125 volumes
Scope and Contents note

Collection of publications produced by the Mayor's Office and various offices within the Mayor's Office on many topics relating to Boston.

0200.007 "City Record" 1898-1988 with gaps 107 volumes
Scope and Contents note

The "City Record" is the Official Chronicle of the City of Boston. This periodical publishes the municipal news, notices and all advertisements for the procurement of goods, materials and services for the City of Boston that are estimated to equal or exceed \$10,000. It is published weekly under the direction of the Mayor in accordance with legislative act and city ordinance. The "City Record" was initially under the management of the Statistics Department from 1898-1900. It was established by Chapter 2 of the Ordinances of 1898. Publication was discontinued on May 8, 1900. The publication was re-established in 1909 in accordance with the City Charter of 1909 (Sections 29 and 30 of Chapter 486). Publication resumed on August 14, 1909. Includes issues of the City Record from 1898-1900, 1909-1960, 1972 October-1980 and 1984-1988.

0200.020 Bills relating to the Anthony Burns case 1854-1855 1 folder
Scope and Contents note

Includes bills and receipts in connection with the military services of various cavalry, infantry, and artillery units of the Massachusetts Volunteer Militia. Payments are detailed for ammunitions supplies such as musket balls, carbine cartridges, and ball cartridges purchased from William Read Co. Also includes several writs of attachment which seem to have resulted from a contractual dispute over unpaid bills for refreshments for the Light Guards.

0235.001 Mayor John F. Fitzgerald publications 1913-1914 2 volumes
Scope and Contents note

One published volume of "Letters and Speeches of the Honorable John F. Fitzgerald, 1906-1907, 1910-1913" and one published volume of "The Advance of Boston-a Pictorial Review of Municipal Progress of this City during Four Years 1910-1913."

0237 Mayor James M. Curley
Biographical note

James Michael Curley was the 37th Mayor of Boston and served four terms: 1914-1917, 1922-1925, 1930-1933 and 1946-1949. James Michael Curley was born in Boston on November 20, 1874. He attended Boston Public Schools and worked for a grocer after graduation. He entered politics when he was elected as a member of the Common Council for the 1900-1901 term. He married Mary E. Herlihy on June 27, 1906. After his first wife died, he married Gertrude Casey Dennis in 1937. James Michael Curley died on November 12, 1958.

James Michael Curley was elected to the following offices: Member, Boston Common Council, 1900-1901; Massachusetts House of Representatives, 1902-1903; Boston of Aldermen, 1904-1909; member, Boston City Council, 1910-1911; member Sixty-second and Sixty-third Congresses, 1911-1915, Twelfth District, Resigned February 2, 1914; Mayor of Boston, 1914-1917; reelected for terms 1922-1925 and 1930-1933. Governor of the Commonwealth of Massachusetts for term 1935-1936; member of Seventy-eighth and Seventy-ninth Congresses, 1943-1945, Eleventh Massachusetts District; and Mayor of Boston, 1946-1949.

Source: "Boston's 45 Mayors from John Phillips to Kevin H. White", City Record Office, 1979.

0237.001 Memorabilia circa 1900-1949 3 folders and 1 volume
Scope and Contents note

Includes photograph of James Michael Curley, Jr., 1907; photograph of Mary Herlihy (Mrs. James M. Curley), undated; invitations and campaign literature, circa 1922-1931; Gubernatorial inaugural address, 1936; and Mayor's Engagement register, 10 July-31 December 1949.

0237.002 Sound recording 1 flat box
Scope and Contents note

"Mr. Boston" Six Notable Addresses by the Honorable James M. Curley. A Speech Arts Studio Recording, Radio City, New York, 1952. Includes "Boston's Greetings"; "The Forgotten Man"; "A Tribute to Lincoln"; "Tribute to the Jewish People"; "Contribution of the Irish"; and "The Elks Toast".

0237.003 Photograph circa 1930 1 framed photograph
Scope and Contents note

Unidentified photograph of Mayor Curley at a Parade Stand by the Paul Revere Mall in the North End.

0245 Mayor Kevin H. White
Biographical note

Kevin H. White was elected the 45th Mayor of Boston on November 7, 1967. He was elected to a second term on November 2, 1971, a third term on November 4, 1975 and a fourth term on November 6, 1979.

Kevin H. White was born in Jamaica Plain on September 25, 1929 to Joseph and Patricia Hagan White. His father, father-in-law and grandfather all served as presidents of the Boston City Council and were long active in many areas of Boston political life. He attended Boston public schools and graduated from Tabor Academy, Williams College and Boston College Law School. He also studied at the Harvard Graduate School of Public Administration. He married Kathryn Galvin in 1956 and they had five children.

From 1956-1960, he served as assistant district attorney for Suffolk County. In 1960, he became the youngest man in the history of Massachusetts to be elected Secretary of State. He was reelected in 1962, 1964 and 1966. On May 26, 1982, Mayor White announced he would not seek reelection for a fifth term as Mayor of Boston.

Source: "Boston's 45 Mayors from John Phillips to Kevin H. White", City Record Office, 1979.

0245.001 Mayoral records 1968-1982 26 record cartons
Scope and Contents note

Collection of a small amount of records of the administration of Mayor Kevin H. White. Includes subject files, departmental correspondence and photographs. The majority of the Mayor Kevin H. White records are in the custody of the Boston Public Library.

0246 Mayor Raymond L. Flynn
Biographical note

Raymond L. Flynn was elected the 46th Mayor of Boston on November 15, 1983. He was elected to a second term on November 3, 1987 and to a third term on November 5, 1991. Mayor Flynn's career in public service includes four terms in the Massachusetts Legislature from 1971-1978. From 1978-1983, Mayor Flynn served three terms on the Boston City Council. He was chairman of the committees on Housing and Neighborhood Development, Neighborhood Services, the Special Committee on School Matters, Government Relations and Government Finance.

Mayor Flynn served as Vice President of the United States Conference of Mayors and was elected President of the national organization in 1991. He served on the 1984 and 1988 Democratic Platform Committees and was Vice-Chairman of the Democratic Platform Committee in 1984.

After obtaining a degree in Public Administration from Providence College in 1963, Ray Flynn enlisted in the U.S. Army and served at the Aberdeen Proving Ground, Maryland, and at Fort Dix, New Jersey. He worked as a Suffolk County Superior Court probation officer from 1965-1970 where he investigated crime cases. Flynn was a trusted friend and political supporter of the late speaker of the U.S. House of Representatives John W. McCormack, a fellow South

Boston native. In 1968, he worked for the late Senator Hubert Humphrey as a personal family assistant in his presidential campaign. In 1981, he received his Masters Degree in Education from Harvard University.

Mayor Flynn resigned during his third term on July 12, 1993 when he was appointed United States Ambassador to the Vatican by President Clinton. He served as Ambassador from 1993-1997. Flynn ran unsuccessfully for Massachusetts 8th Congressional District seat in 1998.

Mayor Flynn is married to Catherine (nee Coyne). They have six children: Ray, Jr., Eddie, Julie, Nancy, Katie, and Maureen. Mayor Flynn was born July 22, 1939, the son of the late Stephen Flynn and Lillian (Kirby) Flynn.

Source: Mayor Flynn records

0246.001 Mayoral records 1984-1993 216 record cartons

Scope and Contents note

Records of the administration of Mayor Raymond L. Flynn, 1984-1993. Includes subject files, briefings, correspondence, issues files, reports, photographs and artifacts. This collection is partially processed.

0246.002 Subject files 1971-1983 9 record cartons

Scope and Contents note

Subject files of Mayor Flynn during his years as a State Representative and a Boston City Councilor.

0247 Mayor Thomas M. Menino

Biographical note

Thomas M. Menino is serving his fifth term as Mayor of the City of Boston. The first Italian-American Mayor of Boston, he was elected to his first term on November 2, 1993, winning 64 percent of the vote and 18 of the city's 22 wards. Mayor Menino was re-elected to a second term without opposition in 1997, won a third term in a landslide victory in November 2001. Mayor Menino won a historic fourth election in November, 2005 with 68 percent of the vote and won a fifth term on November 3, 2009. Prior to his election in 1993, he previously served four months as Acting Mayor and nine years as a District City Councilor from Boston's Hyde Park neighborhood.

A lifelong resident of Hyde Park, Mayor Menino is a graduate of St. Thomas Aquinas High School. In 1963, Mayor Menino earned an associate's degree in business management and advertising and sales from Chamberlayne Junior College. In 1988, he earned a degree in community planning from the University of Massachusetts. Mayor Menino and his wife, the former Angela Faletra, have two children, Susan and Thomas, Jr., and six grandchildren.

During his tenure as Mayor of Boston, Mayor Menino has worked hard to improve the quality of life for all of Boston's 589,000 residents. As President of the United States Conference of Mayors from 2002-2003, Mayor Menino championed homeland security and housing availability. He has been an advisor to the National Trust for Historic Preservation since 1989.

In the summer of 2004, Mayor Menino brought the Democratic National Convention to Boston. The convention put a national spotlight on Boston, showcasing all that Boston has to offer. Estimates put the economic contribution of the convention at more than \$150 million dollars and its positive effects will be felt for years.

Mayor Menino's reputation for getting the job done has earned him a high approval rating among Boston residents. Among his main priorities, are: providing every child with a quality education; creating affordable housing; lowering the crime rate; revitalizing Boston's neighborhoods; and promoting a healthy lifestyle for all city residents.

Source: www.cityofboston.gov/mayor/bio.asp

0247.001 Mayoral records 1993-2001 35 record cartons

Scope and Contents note

Records of the administration of Mayor Thomas M. Menino. Includes briefings, 1993-1994; Daily Schedule book, 1994-1997; Correspondence, 1993-2001; and Remarks and Proclamations, 1993-1998. The majority of the records of the Menino administration remain in the custody of the Mayor's Office.

City Councilor records 1984-1993 6 record cartons

Scope and Contents note

Mayor Thomas M. Menino served as City Councilor for District 5: Hyde Park, West Roxbury, Jamaica Plain from 1984-1993. He served as President of the Council in 1993. Includes correspondence and subject files.

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8100 Model Cities Administration

Historical note

Boston's Model City Program was developed under the Demonstration Cities and Metropolitan Development Act of 1966, a Federal Program aimed at improving the life quality of inner-city people throughout the nation. The program was designed to concentrate public and private resources for a five-year period on experimental projects attacking urban social, physical and economic problems in poor and neglected neighborhoods of participating cities. Cities whose plans for local Model City Programs were approved by Federal government were granted a specified amount of Model City Supplemental Funds from the U.S. Department of Housing and Urban Development (HUD) to carry out program activities. These cities also became eligible for additional financial support through Federal grant-in-aid programs and from private funding agencies.

Planning for Boston's Model City Program began in 1967. Representatives of the Mayor worked closely with the Boston Redevelopment Authority, Action for Boston Community Development, heads of City departments, and community leaders to define the exact boundaries of Boston's Model Neighborhood Area and to prepare a proposal to obtain planning funds. The area selected encompassed most of Roxbury, parts of North Dorchester and Jamaica Plain, and all of Franklin Park.

In January of 1968, the City of Boston officially established the Boston Model City Administration (also referred to as the City Demonstration Agency or CDA). In April of 1968, Boston became the first city in the nation to receive its planning funds. The proposal was formally submitted to HUD as an application in November of 1968. In January of 1969, HUD announced its approval of the Boston program. The change of Administration in Washington delayed final approval and signing of the contract. The majority of the projects were given final approval in November of 1969. Chapter 16 of the Ordinances of 1969 approved on December 23, 1969 established for a limited time a Model City Agency and a Model Neighborhood Board.

8100.001 Records 1967-1977 562 record cartons

Scope and Contents note

Includes Executive Director files, administrative files, general files, committee minutes, Model Neighborhood Board minutes and files, budgets, reports, policies and procedures, and publications. This collection is unprocessed.

7600 Neighborhood Development (Public Facilities Department)

Historical note

Chapter 642 of the Acts of 1966 established the Public Facilities Department for the more efficient and economical construction and alterations of municipal buildings. The Department of School Buildings was abolished and its functions in part were transferred to the Public Facilities Department and to the School Committee. The Public Facilities Department is under charge of a board known as the Public Facilities Commission appointed by the Mayor. The Public Facilities Department merged with the City's Neighborhood Development and Employment Agency in the fall of 1985. In December of 1992, the Office of Capital Planning was incorporated into the department.

By Chapter 6 of the Ordinances of 1994, pursuant to St. 1953, c. 473, the powers and duties of the Real Property Department's Property Division, created by the Real Property Board under the authority of St. 1943, c. 434 were transferred to the Public Facilities Department. By chapter 6 of the Ordinances of 1994, pursuant to St. 1953, c. 473, the Alterations and Repair Unit within the Construction and Repair Division of the Public Facilities Department, and the functions and duties of the Enforcement and Communications programs were transferred to the Real Property Department. The Real Property Department was renamed the Property Management Department by section 3 of this ordinance.

In November of 1997, the agency changed its name from the Public Facilities Department to the Department of Neighborhood Development (DND) to better clarify its functions to the public. The name Public Facilities Department was retained for all legal purposes.

7600.001 Correspondence 1966-1980 30 record cartons

Scope and Contents note

Incoming and outgoing correspondence of the Director of the Public Facilities Department. Arranged by month and year.

7600.002 Subject files 1984 December-1987 April 4 record cartons

Scope and Contents note

Subject/correspondence files of the Director of the Public Facilities Department. Arranged alphabetically, includes files regarding property disposition, construction projects, programs, etc.

7600.003 Archives Survey project files 1985-1987 6 record cartons

Scope and Contents note

Records of the National Historical Publications and Records Commission grant funded archives survey project to conduct a retrospective citywide survey of departmental records. Includes inventories, site visit notes, interviews, departmental history research notes, statistics, administrative and financial records.

7600.004 Publications 1974-1991 27 volumes

Scope and Contents note

Publications produced by the Public Facilities Department. Includes publications of the Rebuilding Boston program from 1986-1991.

4300.001 Project files

Scope and Contents note

See [Property and Construction Management project files](#).

7620 Neighborhood Development and Employment Agency (NDEA)

Historical note

Created by the Mayor in August of 1980, the Neighborhood Development Agency (NDA) became the administrator of the federal Community Development Block Grant, thereby consolidating the previous activities of a number of different City agencies into one. The NDA was the City's planning and development agency for neighborhoods outside the downtown core area. The goals of the NDA were to strengthen the economic base of the City and to build that base to create jobs, generate tax revenue, reduce energy consumption and improve housing.

The Neighborhood Development and Employment Agency was created in early 1982 through the consolidation of the Neighborhood Development Agency and the Employment and Economic Policy Administration (EEPA). The goal of the consolidation was to maximize the efficient use of federal resources in neighborhood economic development activities, housing rehabilitation and job training and employment services for residents of Boston. The Public Facilities Department merged with the City's Neighborhood Development and Employment Agency in the fall of 1985.

7620.001 Records circa 1980-1985 14 record cartons and 1 document case

Scope and Contents note

Includes administrative files, financial records, applications, case files and project publicity files. This collection is unprocessed.

7620.002 Housing Improvement Program records circa 1970-1986 32 record cartons

Scope and Contents note

Includes administrative records, financial records, subject files, etc. Also includes records of the Urban Homesteading Program. This collection is unprocessed.

7640 Employment and Economic Policy Administration (EEPA)

Historical note

The Employment and Economic Policy Administration, created in 1977 by Mayor Kevin H. White, assumed responsibility for all federal grants received by the city for direct employment and job training. The EEPA administered the Comprehensive Employment & Training Act of 1974 (CETA). In early 1982, EEPA merged with the Neighborhood Development Agency (NDA) and became the Neighborhood Development and Employment Agency (NDEA).

7640.001 Records circa 1974-1984 84 record cartons and 7 volumes

Scope and Contents note

Includes administrative files, contract files, program files, grants, correspondence and financial records of the EEPA. This collection is unprocessed.

7650 Community Development, Mayor's Office of (OCD)

Historical note

The Mayor's Office of Community Development was created in 1974 to oversee and help formulate programs funded under federal Housing and Urban Development "block grants". OCD utilized other city departments with particular expertise in certain areas as its performing agencies, while it insured that the funds granted to the city were expended in accordance with HUD and other review agencies. OCD also undertook program evaluation for the purpose of improving the effectiveness of the city's community development plan.

OCD was the subject of a number of mergers over the next few years in response to changing

regulations and community needs. As part of the Mayor's Office of Planning and Development, it became part of the Neighborhood Development and Employment Agency in 1982 during a consolidation of the Neighborhood Development Agency and the Employment and Economic Policy Administration. By 1985, NDEA itself would be absorbed into the Public Facilities Department.

7650.001 Records 1973-1984 29 record cartons
Scope and Contents note

Includes administrative files, program files, Director's files, subject files, correspondence and photographs. This collection is unprocessed.

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0276 Neighborhood Services, Office of
Historical note

The Mayor's Office of Neighborhood Services (ONS) encourages, facilitates and maximizes citizen input and participation in all aspects of government through service requests, neighborhood meetings, mailings, and emergency responses.

0276.001 Publication 1985 1 volume
Scope and Contents note

Neighborhood Initiative Plan of 1985.

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9800 Non-City records
Historical note

Collections donated to the City Archives or used for reference purposes. Includes records not created or maintained by city departments.

9800.001 Newspapers 1768, 1795 2 items
Scope and Contents note

Includes issues of the Boston Chronicle, 2-9 May 1768 and the Columbian Centinel, 31 January 1795.

9800.002 Photographs circa 1900-1914, 1923-1927 48 photographs
Scope and Contents note

Includes a small collection of photographs documenting the visit and reception for Charles Lindbergh in Boston, 1927; visit of President Coolidge to Cambridge, 1925; Trinity Church altar, 1926; other miscellaneous street scenes, etc., circa 1923-1927; and a small collection of photographs of views of downtown streets, parks and beaches, circa 1900-1914.

9800.003 Atlases 1873-1938 44 volumes
Scope and Contents note

Collection of atlases published by G. M. Hopkins & Co., G. W. Bromley & Co., and L.J. Richards.

Holdings of Hopkins atlases include: Boston Proper, 1874; Roxbury, 1873; South Boston and Dorchester, 1874; Brighton, 1875; and Charlestown, 1875.

Holdings of Bromley atlases includes: Boston Proper and Back Bay, 1898, 1908, 1912, 1917, 1922, 1928 and 1938; Brighton, 1890, 1897, 1909, 1916 and 1925; Charlestown, 1892 and 1901; Charlestown and East Boston, 1901, 1912 and 1922; Dorchester, 1889, 1894, 1898, 1904, 1910, 1918 and 1933; Hyde Park, 1912; Roxbury, 1889 vol. II, 1899, 1906, 1915 and 1931; South Boston, 1891, 1899, 1910 and 1919; West Roxbury, 1896, 1905, 1914 and 1924.

Holdings of L.J. Richards atlases includes: Dorchester, West Roxbury and Brighton, 1899.

9800.004 K. Marie Clarke papers 1964-1996 (Bulk, 1973-1978) 10 record cartons
Scope and Contents note

Records documenting K. Marie Clarke's activities within various organizations which were involved in the monitoring of the Boston Public School system at different levels. K. Marie Clarke was involved with the Secondary School Commission, the Boston Home and School Association and the Citywide Coordinating Council. Records includes correspondence, reports, proposals, court documents, memorandum, meeting agendas and minutes, studies, handbooks, pamphlets, newsletters, news clippings, etc.

9800.005 Elementary Principals Association records 1919-1938 0.5 record carton
Scope and Contents note

Includes minutes, correspondence, etc. of the Elementary Principals Association in the Boston Public Schools.

9800.006 Political ephemera 1924, 1927-1931 1 document case
Scope and Contents note

Collection of political ephemera from 1924 and 1927-1931. Includes campaign literature for various local, state and federal offices with a focus on ward 10; invitations; programs; and miscellaneous papers of City Councilor Leo F. Powers.

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4400 Parks and Recreation Department
Historical note

Power to establish parks in the City of Boston was granted by the Commonwealth on May 6, 1875, subject to acceptance by the people. This act was accepted by a vote of the citizens on June 9, 1875. The first Board of Park Commissioners was appointed on July 8, 1875 and confirmed on July 15, 1875. Chapter 10 of the Ordinances of 1912 merged the Park Department with the Public Grounds, Bath and Music Departments, under the name of Park and Recreation Department. In 1920, the Cemetery Department was merged with the Park Department, the latter title being substituted for Park and Recreation Department. On May 1, 1954, the department was renamed the Parks and Recreation Department.

The Boston Parks and Recreation Department provides residents and visitors with clean, green, safe, and accessible open space in more than 2,200 acres of park land throughout the city including parks, playgrounds, athletic facilities, city squares, urban wilds, street trees, three active cemeteries, 16 historic burying grounds, and two golf courses.

4400.001 Legal records 1880-1992 (Bulk, 1885-1960) 4 record cartons, 1 flat box and 2 flat files

Scope and Contents note

Records documenting various park projects of the Boston Parks Department from the 1880s through the early 1970s. Includes land takings, deeds, land transfers, sales of land, leases, as well as other legal agreements between the Boston Parks Department (or its predecessors) and government entities (including local, state, and federal), private citizens, corporations, and other businesses. In addition, there are a number of plans for various projects including blue prints, engineer drawings, and maps.

[Link to finding aid](#)

4400.002 Proceedings 1875-1963 4 microfilm reels

Scope and Contents note

Microfilm copies of proceedings of Parks Commission, 1875-1963. Original records remain in the custody of the Parks and Recreation Department. Includes summary minutes of the meetings of the Parks Commission.

4400.003 Photographs 1965-1984 9 document cases

Scope and Contents note

Photographs documenting improvements to parks, 1965-1984.

4400.004 Plans 1886-1964 (Bulk, 1910-1940) 273 plans

Scope and Contents note

Boston Parks Department Engineering Division plans. Includes plans produced for Boston Common, Fens, Airport, Commonwealth Avenue, Franklin Park, Copley Square and other projects.

4400.005 Annual reports and publications 1875-1993 50 volumes

Scope and Contents note

Includes copies of annual reports for the years 1875-1877, 1881, 1885, 1887, 1889, 1892, 1894-1895, 1910, 1938-1942, 1944-1949, 1951, 1953, 1956-1966, 1968-1970, 1972-1974 and 1989; "Notes on the Plan of Franklin Park and Related Matters", 1886; "Preliminary Report of the Board of Commissioners of the Department of Parks with Plans and Estimates for a Zoological Garden at Franklin Park and an Aquarium at Marine Park", 1910; "Special Report", 1925; and other publications produced by the Parks Department. Annual reports can also be found in the [City Documents series](#).

4410 Cemetery Division

Historical note

By Chapter 375 of the Acts of 1897, the Mayor was authorized to appoint a board of five trustees, subject to confirmation by the Board of Aldermen, to have charge of Mount Hope Cemetery and all other burying grounds owned by or in charge of the City of Boston.

Mount Hope Cemetery was bought by the City in 1857 for \$35,000 and additional land has been purchased since. It is situated on Walk Hill Street. The Board of Trustees was first appointed under the ordinance passed December 21, 1857.

All burying grounds which were formerly under the control of the Board of Health were transferred to the jurisdiction of the Cemetery Department. They included the following:

Benington street, East Boston, 157,500 square feet. Bunker Hill, Charlestown, 48,202 square feet. Central, Boston Common, 60,693 square feet. Copp's Hill, Charter and Hull streets, 89,015 square feet. Dorchester North, Upham's Corner, 142,587 square feet. Dorchester

South, Dorchester avenue, 95,462 square feet. Eliot, Washington and Eustis streets, 34,830 square feet. Evergreen, Commonwealth avenue, Brighton, 604,520 square feet. Fairview, Hyde Park, 50 acres. Granary, Tremont street, opposite Bromfield street, 82,063 square feet. Hawes, Emerson street, near L street, 11,232 square feet. King’s Chapel, Tremont street, near School street, 19,344 square feet. Market Street, Market street, Brighton, 18,072 square feet. Mount Hope, Walk Hill street, 117 acres and 36,536 square feet. Phipps Street, Charlestown, 76,740 square feet. Rainsford Island, 43,560 square feet. South End, Washington and East Concord streets, 64,570 square feet. Walter Street, Walter street, Roslindale, 35,100 square feet. Warren, Kearsarge avenue, Roxbury, 54,400 square feet. Westerly, Centre street, West Roxbury, 39,450 square feet.

In 1920, the Cemetery Department was merged with the Park Department, the latter title being substituted for Park and Recreation Department. On May 1, 1954, the department became the Parks and Recreation Department.

The Cemetery Division is responsible for providing burial services for City of Boston residents. The division manages burial records for over 250,000 gravesites and maintains approximately 200 acres of cemetery land. The three active cemeteries are Mount Hope Cemetery, Fairview Cemetery and Evergreen Cemetery.

4410.001 Annual reports and publications 1879-1912 12 volumes
Scope and Contents note

Includes copies of annual reports for the years 1900-1904, 1909-1910, and 1912; Reports on Intramural Internments, 1879 (City Documents 47, 96 and 110 of 1879); "Report of Special Committee of Common Council in Regard to South Burying-Ground on Washington Street", 1883; "Copy of Inscriptions upon the Granite Stones in the Kearsarge Avenue Cemetery, 1890; and "Historical Sketch and Matters Appertaining to the Copps Hill Burial-Ground", 1901. Annual reports can also be found in the [City Documents series](#).

4440 Public Baths
Historical note

Public Baths were first established in Boston in 1866 under the control of a Joint Committee of the City Council. Chapter 214 of the Acts of 1874, "An act to authorized cities and towns to erect and maintain public baths and wash-houses," was accepted by the City Council on January 2, 1875. By an ordinance passed December 27, 1879, the Committee on Bathing was discontinued and the baths were put in the care of the Board of Health. A new city department of Public Baths was created by ordinance passed in 1898. Chapter 10 of the Ordinances of 1912 merged the Park Department with the Public Grounds, Bath and Music Departments, under the name of Park and Recreation Department.

4440.001 Superintendent's record of the number of bathers 1866, 1868-1876 5 volumes
Scope and Contents note

Includes records for Arch Wharf, 1866; Dover Street Bridge, 1866; Cambridge Bridge, 1866; East Boston, 1866; and Cabot Street Bath, 1868-1876. Record includes date, number of bathers by time of day, and weather.

4440.002 Publication 1899 1 volume
Scope and Contents note

"Free Municipal Baths in Boston" by William I. Cole published in 1899.

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4030 Planning Board
Historical note

In January of 1914, the City Council passed an ordinance establishing the City Planning Board. In April of 1940, an amendment to the original ordinance was passed by the City Council enlarging the City Planning Board from five to nine members. In August of 1952, an amendment was passed by the City Council concerning the organization and enlargement of the powers and duties of the City Planning Board. Section 28 of Chapter 2 of the Ordinances of 1954 placed the Board of Zoning Adjustment in the City Planning Department but not under the supervision or control of the City Planning Board. Under Chapter 652 of the Acts of 1960, the City Planning Board was abolished and the staff was transferred to the Boston Redevelopment Authority, and the functions, duties and responsibilities for general city planning were assumed by the Authority.

4030.001 Proceedings 1954-1956, 1958, 1960 0.5 record carton
Scope and Contents note

Includes minutes of the City Planning Board from 2 November 1954-8 June 1956, 1958 and 1960.

4030.002 Annual reports and publications 1916-1960 53 volumes
Scope and Contents note

Annual reports and other publications produced by the Planning Board. Includes publications documenting urban renewal, zoning, capital improvements, transportation and public buildings. Annual reports can also be found in the [City Documents series](#).

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0600 Police Department
Historical note

Chapter 5 of the Acts of 1761-1762 established a watch for the safety and better securing the good order of the Town of Boston. Chapter 110 of the Acts of 1821 vested in the Mayor and Aldermen the administration of the police formerly exercised by the Selectmen. Chapter 123 of the Acts of 1838 granted the Mayor and Aldermen the power to appoint police officers with all or any of the powers of the constables except the power of serving and executing any civil process.

Chapter 354 of the Acts of 1853 authorized and empowered the City Council to consolidate the Watch and Police Departments into one department. This act was accepted by the City Council on June 2, 1853. A new organization of the Police Department under the authority of the Mayor and Board of Aldermen took effect on May 26, 1854. The two departments were formally united by Ordinance passed May 19, 1855.

Chapter 244 of the Acts of 1878 established a Board of Police Commissioners appointed by the Mayor. Chapter 323 of the Acts of 1885 established a Board of Police consisting of three citizens appointed by the Governor with the advice and consent of the Governor's Council. Chapter 291 of the Acts of 1906 placed the department in charge of a single head appointed by the Governor to be known as the Police Commissioner. Chapter 322 of the Acts of 1962 transferred the power to appoint the Police Commissioner back to the Mayor.

0600.001 Retirement orders 1878-1903 1 volume
Scope and Contents note

One volume of retirement orders received by the Auditing Department from the Board of Police, 1878-1903. Includes form documenting name of officer retired, placement on pension roll and amount to be received.

0600.002 Index of Victuallers 1878-1879 1 volume
Scope and Contents note

One index volume of licenses granted for victuallers, 1878-1879. Includes date, name and address.

0600.003 Licenses for Intoxicating Liquors 1875-1885 8 volumes
Scope and Contents note

Includes records of licenses issued and indexes to licenses filed initially with the Board of License Commissioners and then with the Police Commissioner.

0600.004 Photograph 1945 1 photograph
Scope and Contents note

Photograph of Boston Police Class, 1945 January 6.

0600.005 Program 1941 1 program
Scope and Contents note

Boston Police Relief Association Annual Ball and Concert program, 1941.

0600.006 Annual reports and publications 1870-1999 43 volumes
Scope and Contents note

Includes annual reports of the Police Commissioner for 1871, 1910, 1927, 1933-1934, 1936, 1939, 1950, 1955, 1958, 1960, 1962-1969, 1974-1976, and 1999; annual reports of the Boston Police Relief Association for 1911, 1913-1915, 1918-1920, 1922-1925, and 1927-1928; street directory for 1938; and miscellaneous reports and surveys.

0600.007 Rules and Regulations 1898-1950 7 volumes
Scope and Contents note

Includes printed Rules and Regulations of the Boston Police Department from 1898, 1903, 1909, 1927, 1941 and 1950; and Rules and Regulations for Hackney Carriages from 1948.

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4300 Property and Construction Management
Historical note

By Chapter 6 of the Ordinances of 1994, pursuant to St. 1953, c. 473, the Alterations and Repair Unit within the Construction and Repair Division of the Public Facilities Department, and the functions and duties of the Enforcement and Communications programs were transferred to the Real Property Department. The Real Property Department was renamed the Property Management Department by section 3 of this ordinance.

The responsibilities of the Property & Construction Management Department includes: management, maintenance, security, and repair of the City's municipal buildings including City Hall, Faneuil Hall, and the Old State House; facility layout and space planning analysis for City departments, building security, events management, and the coordination of capital

improvement projects for properties within its jurisdiction; and administration of the Animal Control unit that enforces regulations pertaining to the public safety of both residents and animals.

4300.001 Project files 1967-1992 315 record cartons

Scope and Contents note

Project files of construction, alteration and renovation projects managed by the Public Facilities Department (Property Management) of city-owned buildings including schools, libraries, fire stations, police stations, municipal buildings, and Boston City Hospital. Records include contracts, plans, correspondence, memoranda, and photographs.

4310 Real Property Department

Historical note

The Real Property Department had the powers and performed the duties conferred or imposed on the Board of Real Estate Commissioners by St. 1943, c. 434, as amended, and by St. 1946, c. 474, as amended, and also had the powers and performed the duties conferred or imposed by statute on the Board of Street Commissioners in relation to the abatement of taxes.

By Section 43 of Chapter 2 of the Ordinances of 1954, the Public Buildings Department was abolished and the powers, duties and appropriations of the superintendent of Public Buildings with respect to the appointment, suspension, discharge, compensation and indemnification of subordinates were transferred to the Commissioner of Real Property, and all other powers, duties and appropriations of the Public Buildings Department were transferred to the Assistant Commissioner of Real Property.

The Real Property Department was responsible for the management, maintenance and repair of many of the City's municipal buildings including City Hall, Faneuil Hall and the Old State House. The Department maintained and managed tax-foreclosed buildings and land up to the point of disposition. It also repaired, developed, maintained and managed neighborhood municipal parking facilities and downtown revenue producing parking facilities.

The department was also responsible for space planning and analysis for City departments, security, events management, centralized telephone services and the coordination of capital improvement programs within its jurisdiction.

By Chapter 6 of the Ordinances of 1994, pursuant to St. 1953, c. 473, the powers and duties of the Real Property Department's Property Division, created by the Real Property Board under the authority of St. 1943, c. 434 were transferred to the Public Facilities Department, provided that the powers conferred by St. 1946, c. 474 and the functions related to public off-street parking facilities were retained within the Real Property Board.

By Chapter 6 of the Ordinances of 1994, pursuant to St. 1953, c. 473, the Alterations and Repair Unit within the Construction and Repair Division of the Public Facilities Department, and the functions and duties of the Enforcement and Communications programs were transferred to the Real Property Department. The Real Property Department was renamed the Property Management Department by section 3 of this ordinance.

4310.001 Proceedings 1950-1988 with gaps 7 volumes, 19 folders

Scope and Contents note

Includes minutes of the Board of Real Estate Commissioners, 1950 January 2-1951 December 19; minutes of the Committee on Foreclosed Real Estate, 1954-1962, 1964; and minutes of the meetings of the Real Property Board, 1956-1960, 1962 and 1973-1988.

4310.002 Project files 1956-1959 15 folders

Scope and Contents note

<p>Project files of mainly parking facilities. Projects include: Hayward Place, Copley Square, East Boston, Fort Hill Square, Central-Kilby Streets, Kingston-Bedford Streets, Columbia Streets and Lincoln-Essex. Also includes Houghton Dutton Building.</p>
<p>4310.003 Publications 1952, 1956, 1970 3 volumes Scope and Contents note</p> <p>Includes copies of "City-owned Real Estate Listings to be sold at Public Auction," 1952, 1956 and 1970.</p>
<p>4320 Public Buildings Department Historical note</p> <p>The Office of the Superintendent of Public Buildings was established by ordinance on July 1, 1850. Annual reports were first published in 1851. The Superintendent had the supervision of the care, repair and furnishing of all buildings belonging to or hired by the City. By Chapter 78 of the Acts of 1943, adopted by the City Council and approved by the Mayor, the Market Department, as such, was abolished and placed under the jurisdiction of the Public Buildings Department. By Chapter 2, section 43 of the Ordinances of 1954, the Public Buildings Department was abolished and the powers and duties of the department were transferred to the Real Property Department.</p>
<p>4320.001 Applications to use Faneuil Hall 1905, 1910-1914 4 folders Scope and Contents note</p> <p>Withdrawn and cancelled applications to use Faneuil Hall.</p>
<p>4320.002 Faneuil Hall and Curtis Hall register 1905-1914 1 volume Scope and Contents note</p> <p>Register documenting use of Faneuil Hall and Curtis Hall. Includes date, for whom, engaged by, for what purpose and amount paid.</p>
<p>4320.003 Correspondence 1902 December 19-1904 October 18 1 volume Scope and Contents note</p> <p>One letter-copy volume of outgoing correspondence of the Superintendent of Public Buildings.</p>
<p>4320.004 Contracts 1921-1925 10 volumes Scope and Contents note</p> <p>Includes miscellaneous copies of contracts of the Public Buildings Department. Includes contracts for West Roxbury Branch Library; Restoration of Faneuil Hall; Hyde Park Police Station; Overseers of the Public Welfare and Temporary Home; Dorchester Court House, etc.</p>
<p>4321 Architectural Division Historical note</p> <p>The Architectural Division was detached, by order of the Mayor, from the Public Buildings Department on January 13, 1898, and placed under the Engineering Department. The work of the division was that of a consulting or expert force. The division could be called upon by any department for technical advice on matters relating to building, heating or ventilating. Plans or specifications for work to be done, in certain cases, by the Repairs Division of the Public Buildings Department were prepared by this division, which was also charged with a general supervision of work done by the Repairs Division of the Buildings Department. The Architectural Division was detached by order of Mayor Hart, from the Engineering Department, May 11, 1900, and placed under the Public Buildings Department.</p>

4321.001 Correspondence 1897 November 3-1901 January 11 3 volumes

Scope and Contents note

Three letter-copy volumes of outgoing correspondence of the Engineering Department - Architectural Division and the Public Buildings Department.

4321.002 Index to plans undated 1 volume

Scope and Contents note

Obsolete index to plans of city buildings stored in the basement of the Probate Building (Architectural Division store room).

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7000 Public Health Commission

Historical note

The Boston Public Health Commission, whose mission is to protect, preserve and promote the health and well-being of all Boston's residents, particularly the underserved, began in 1799 when an ordinance was passed to create a Board of Health for the Town of Boston. The Public Health Commission was formed in 1996 as a result of the merger between the Department of Health and Hospitals and the Boston University Medical Center. Both the Department of Health and Department of Hospitals were city departments and functioned as separate entities from the time of their creation until 1965, when they merged in order to provide a more efficient health care system. The Department of Hospitals included Boston City Hospital, the Boston Specialty and Rehabilitation Hospital (Mattapan Chronic Disease Hospitals), and the Long Island Hospital. From 1970 through the early 1990s, great effort was made to reorganize and modernize Boston City Hospital's physical plant, including building a new Boston City Hospital. In 1996, however, the Mayor's Special Commission on Health Care was formed to study the challenges of health care provision and administration in the 21st century and it recommended that the Department of Health and Hospitals merge with Boston University Medical Center.

7000.001 Board records 1958-2007 2 volumes and 11 record cartons

Scope and Contents note

Includes summary minutes of the Public Health Commission Board and administrative records, correspondence, subject files, committee records, budgets, etc. of the Public Health Commission and Department of Health and Hospitals. Also includes Board of Directors meeting packets which include minutes and supporting documents for the Department of Health and Hospitals and the Boston Public Health Commission for the years 1977-1985 and 1991-2007.

[Link to finding aid](#)

7000.002 Annual reports and publications 1864-1971 90 volumes

Scope and Contents note

Includes copies of annual reports of predecessor boards/departments including Trustees of Boston City Hospital, Board of Health and Department of Health and Hospitals; Digest of Health Laws and Rules and Regulations, 1904 and 1923; History of Boston City Hospital, 1906; Proceedings of the Dedication of City Hospital, 1865; and publications on Health Units, statistics and other topics. Annual reports can also be found in the [City Documents series](#).

7000.003 Burial permits 1988-1997 29 record cartons

Scope and Contents note

The Burial Permit Office of the Public Health Commission issues the official disposition, removal or transportation permit for any person who dies within the City of Boston. Burial Permits are issued to Funeral Personnel, after presenting a completed and correct certificate of death. Burial Permits are issued for the burial, cremation, or transportation of a person's remains. The Burial Permit consists of a three part form. Section one is the stub to be retained by the Burial Permit Office, section two is the official disposition and transportation permit and section three is to be returned immediately to the Burial Permit Office, properly endorsed by the superintendent, cemetery or crematory and returned to the Burial Permit Office.

Includes the stub and section 3 endorsed by superintendent of cemetery or crematory.

7000.004 AIDS/HIV Planning Council proceedings 1993-2006 19 record cartons
Scope and Contents note

The Planning Council is an independent federally required planning body working with the City of Boston to organize, evaluate, and prioritize Ryan White HIV funding in the Boston Eligible Metropolitan Area (EMA). The Ryan White Act was created to fill gaps in existing medical and supportive HIV services and contains several parts. Part A provides the funding for the Boston EMA and other urban areas most heavily impacted by the HIV & AIDS epidemic.

Includes proceedings of the Boston AIDS/HIV Planning Council. Includes meeting minutes, agenda, transcripts, etc.

7010 Health Department
Historical note

The first Board of Health in Boston was established in 1799, under the special statute of February 13, 1799. This Board of Health was abolished by the first city charter. From 1822-1873, the functions of the Board were exercised through the City Council. The last Board of Health was established by ordinance passed December 2, 1872. By Chapter 1 of the Ordinances of 1914, 2nd series, the Health Department was placed in charge of one executive, the Health Commissioner, who appointed the deputy commissioners. Chapter 1 of the Ordinances of 1927 abolished the Boston Sanatorium Department and placed the Tuberculosis Hospital at Mattapan under the jurisdiction of the Trustees of the Boston City Hospital; all other powers and duties, as well as the Out-Patient Department, were transferred to the Health Commissioner. Chapter 656 of the Acts of 1965, accepted January 6, 1966, created the Health and Hospitals Department, merging the former Health Department and former Hospital Department.

7010.001 Vaccinating Committees of the several wards proceedings 1816 June 8-November 2 1 volume
Scope and Contents note

Minutes of the meetings of the Vaccinating Committees for the several wards of the cities to discuss plans for the use of kine pock for the vaccination of residents against small pox.

7010.002 Board of Commissioners for Health of the Northern and Western Districts proceedings 1832 2 volumes
Scope and Contents note

For the purposes of preventing the introduction of Asiatic Cholera and limiting its ravages, the City Council ordered, in June of 1832, the creation of a Board of Commissioners of Health with full power to carry into execution all the authority vested in the City Council by the laws of the Commonwealth and by the ordinances of the City, relating to the internal health of the City. The City was divided into four districts: the Northern, Western, Southern and Middle Districts. The Northern District included wards 1, 2 and 3 and the Western District included

wards 5, 6, and 7.

Includes one volume of the minutes of the Board of Health Commissioners for the Northern District, 21 June-12 December 1832 and one volume of the minutes of the Board of Health Commissioners for the Western District 20 June-2 November 1832.

7010.003 Nuisance complaints 1825-1826, 1828 2 volumes

Scope and Contents note

Includes two volumes documenting complaints of nuisances and disposition of complaints for 1825-1826 and 1828.

7010.004 Stable petitions 1889-1952 (Bulk, 1889-1936) 13 record cartons

Scope and Contents note

Chapter 89 of the Acts of 1889, an "Act Relating to the Use of Buildings in the City of Boston for Stables", transferred the power to regulate stables from the Board of Aldermen to the Board of Health. Includes petitions numbered 1-6696 to occupy stables presented to the Board of Health.

7010.005 Proceedings 1873-1939 with gaps 40 volumes

Scope and Contents note

Summary minutes of the Board of Health from 1873-1880, 3 September 1889-20 December 1890 and 1895-1915; and of the Health Commissioner from 1919-1939.

[Link to finding aid](#)

7020 Hospital Department

Historical note

The Boston City Hospital was opened June 1, 1864. The hospital was established for the reception of those in need of temporary relief during illness or from injuries. The Trustees were incorporated by Chapter 174 of the Acts of 1880, and Chapter 91 of the Acts of 1893, as The Boston City Hospital. The Trustees also had charge of the South Department for infectious diseases, the Convalescent Home in Dorchester and the Relief Stations. The Relief Stations were closed to patients on March 15, 1938. The East Boston Relief Station was reopened on a 24 hour basis on October 15, 1945. The Convalescent Home in Dorchester closed in March of 1932. By Ordinance of 1954, the Institutions Department was abolished and the powers and duties in relation to Long Island Hospital were transferred to the Hospital Department. Chapter 656 of the Acts of 1965, accepted January 6, 1966, created the Health and Hospitals Department, merging the former Health Department and former Hospital Department.

7020.001 Proceedings 1880-1954 with gaps 27 volumes

Scope and Contents note

Summary minutes of the Trustees of Boston City Hospital, 3 May 1880-22 April 1892, 3 January 1919-27 April 1934, and 31 July 1940-15 November 1954.

[Link to finding aid](#)

7030 Department of Health and Hospitals

Historical note

Chapter 656 of the Acts of 1965, accepted January 6, 1966, created the Health and Hospitals Department, merging the former Health Department and former Hospital Department. The Board of Health and Hospitals by this same statute was incorporated as the Trustees of Health and Hospitals of the City of Boston. In 1996, the Department of Health and Hospitals merged with the Boston University Medical Center to form the Public Health Commission.

7030.001 Proceedings 1968-1996 22 volumes
Scope and Contents note

Summary minutes of the Board of Health and Hospitals, 1968-1996 and the Trustees of Health and Hospitals, 1969-1996.

[Link to finding aid](#)

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2900 Public Library
Historical note

Chapter 52 of the Acts of 1848 authorized the City of Boston to establish a public library. The first trustees were appointed under an ordinance passed October 14, 1852. The trustees of the Public Library, five in number, are appointed by the Mayor for a term of five years. The trustees serve without compensation. The original library building on Boylston Street was opened to the public in September of 1858 and closed in January of 1895. The Central Library building (McKim Building) in Copley Square first opened on March 11, 1895. The addition to the Central Library (Johnson Building) opened on December 12, 1972. The Library is maintained by an annual appropriation made to the Trustees by the City Government. The Boston Public Library operates 26 branch libraries.

2900.001 Annual reports and publications 1858-1991 with gaps 21 volumes
Scope and Contents note

Includes annual reports of the Library Department for 1967 and 1985-1986, statistical reports from 1954 and 1957, proceedings of the dedication of the Library building in 1858, a history of the Library from 1911, works published by the Library and other miscellaneous publications. Annual reports can also be found in the [City Documents series](#).

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8700 Public Welfare Department
Historical note

The Overseers of the Poor in the Town of Boston, a corporation established in 1772 by act of the Legislature, were succeeded in 1864 by the corporation called "Overseers of the Poor in the City of Boston. In 1921, the name of the corporation was changed to Overseers of the Public Welfare. In 1954, the official name of the department was changed to the Welfare Department. The Overseers of the Public Welfare are also incorporated as a Board of Trustees of John Boylston's and other charitable funds.

The Welfare Department was abolished as a municipal agency by Chapter 658 of the Acts of 1967; but the Overseers of the Public Welfare as a corporation continues to function as custodian of the permanent charity funds, the annual income from which is distributed in accordance with the terms of the donations.

8710 Overseers of the Poor

8710.001 "The Overseers of the Poor of the City of Boston, to their Constituents" 1823

November 23 1 pamphlet
Scope and Contents note

Pamphlet published in 1823 by the Overseers of the Poor, providing their account of the controversy between the Overseers and the City Council pertaining to the authority over the Almshouse and the new House of Industry.

8720 Temporary Home for Women and Children
Historical note

The Temporary Home for Women and Children was established in 1857. The Central Charity Bureau and Temporary Home at Chardon, Hawkins and Bowker Streets was completed in 1868 and rebuilt in 1926. By Ordinance passed March 5, 1869, the Overseers of the Poor were given charge of the Charity Building and Temporary Home.

The Home afforded a temporary abode for women and children, and provided single meals for men. Presently, the New Chardon Temporary Home for Women and Children remains in operation as a shelter under the charge of the Massachusetts Department of Social Services. The building is owned by the City of Boston.

8720.001 Records 1857-1993 53 volumes
Scope and Contents note

Includes registers of inmates admitted, 1857-1993 with gaps; monthly report of inmates, 1878-1893; expenditures, 1864-1893; and administrative records.

[Link to finding aid](#)

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5000 Public Works Department
Historical note

Chapter 9 of the Ordinances of 1910 established the Department of Public Works and abolished the Engineering Department, Street Department and Water Department. The ordinance took effect February 1, 1911. The water works system and the sewer works system of the Public Works Department were abolished and transferred to the Boston Water and Sewer Commission by Chapter 436 of the Acts of 1977.

The Public Works Department directs the general construction, maintenance, and cleaning of approximately 808 miles of roadways throughout the City. It also provides snow and ice control for all City streets. In addition, it operates drawbridges, maintains City-owned street lights, signalized intersections and supervises contracts for the removal and disposal of solid waste. The Department also operates the City's recycling program.

5000.001 Correspondence 1960-1969 31 record cartons
Scope and Contents note

Incoming and outgoing correspondence of the Commissioner of Public Works. Files are arranged chronologically and within each year by subject.

5000.002 Annual reports 1924-1982 with gaps 28 volumes
Scope and Contents note

Includes copies of the annual reports of the Public Works Department for 1924-1930, 1951-1954, 1956-1959, 1966-1970, 1972-1977, 1980 and 1982. Annual reports can also be found

in the [City Documents series](#).

5000.003 Street listings 1902-1999 with gaps 32 volumes
Scope and Contents note

Includes two copies of "A Record of the Streets, Alleys, Places, Etc. in the City of Boston" published in 1902 and 1910. These volumes include all streets, the date the street is supposed to have received that name, description of the street, and information on laying-out, discontinuance of street and name changes. Also includes copies of "Boston Streets also its avenues, courts, places etc. showing the numbers and divisions of those extending through more than one ward or precinct together with the location of hotels, apartment-houses, institutions, hospitals, etc." from 1906, 1913, 1916, 1919, 1921, 1923, 1925, 1926, 1928, 1930, 1932, 1933, 1935, 1936, 1939, 1941, 1944, 1948, 1951, 1955, 1957 (supplement), 1958, 1959 (supplement), 1960 (supplement), 1963, 1971, 1976, 1982, 1989 and 1999.

5000.004 Contracts 1959-1965 20 record cartons
Scope and Contents note

Specifications and contracts for Public Works Department projects kept by the Public Works Department Contract Office.

5010 Bridge and Ferry Division
Historical note

The ordinance creating the Public Works Department took effect February 1, 1911. The Bridge and Ferry Division was one of three divisions established within the Public Works Department. The Division Engineer for the Bridge and Ferry Division had charge of the design, construction and maintenance of the highway bridges within the limits of the City, whether constructed over navigable waters or railroads, also of the care and maintenance of the ferries operated by the City. Work pertaining to the abolishment of grade crossings was attended to by this division, as well as special engineering work for other City departments.

5010.001 Plans circa 1849-1967 2 flat file cases
Scope and Contents note

Obsolete and superseded architectural and engineering drawings of the Bridge and Ferry Division for the following facilities: public ways such as bridges, streets, tunnels, navigable water bodies, ferries and ferry facilities, and miscellaneous city facilities such as cemeteries, garages, piers, sewage and rubbish facilities, parks and other open spaces, monuments, development plans, bulkheads, hospitals, penal facilities, MBTA facilities and vehicles, schools, bathhouses, Harbor islands, and neighborhoods.

5010.002 Bridge survey reports 1935 1 record carton
Scope and Contents note

Bridge inspection reports completed as part of a Federal Emergency Relief project in 1935.

5010.003 History cards circa 1900-1922 3 record cartons
Scope and Contents note

Constitutes a historical summary of each structure at the time compiled, with the earliest and latest construction work being 1839-1922. Composed on 5"x8" cards and alphabetically arranged by geographic name, usually a street or water body associated with the structure. Base information was derived from research done in the City Documents and City Council Minutes, and annotated as alterations and repairs were made.

5010.004 Photographs 1926-1947, 1971-1977 1 record carton
Scope and Contents note

Photographs and negatives of bridges and ferries. Subjects include views of City bridge, ferry, and pier facilities before, during, and after repairs, views of fire boats and ferry boats moored at these facilities, and views of motor vehicles involved in accidents damaging these facilities.

5010.005 Contract index 1911-1959 1 volume
Scope and Contents note

Index to contracts, contractors and invitations to bid from 1956-1959 and an alphabetical index of all bridge contracts from 1911-1955.

5020 Engineering Division
Historical note

The Office of City Engineer was established by ordinance passed on October 31, 1850. By Chapter 449 of the Acts of 1895, the Surveying Department and the Office of City Surveyor was abolished and the duties transferred to the Engineering Department and the Office of City Engineer. By Chapter 9 of the Ordinances of 1910, the power and duties of the Engineering Department were absorbed by the newly created Public Works Department. A Survey Division of the Public Works Department was established May 1, 1954, under Chapter 2 of the Ordinances of 1954, Section 56, which amended Section 33 of Chapter 27 of the Revised Ordinances of 1947. The division performed certain engineering services for the divisions of the Public Works Department and other City departments. It also performed administrative and engineering services required by the Public Improvement Commission. On March 15-16, 1960, the functions and employees of the Bridge, Highway, Water, and Sewer Divisions engaged in engineering design were transferred to the Survey Division. The Survey Division was renamed the Engineering Division in 1961.

5020.001 Plans circa 1892-1960 14 flat file drawers
Scope and Contents note

Engineering Department and Public Works Department, Highway Division plans for streets, retaining walls, sea walls, edgestones, etc. Includes two sets of plans: OB# plans and OC# plans.

5020.002 Correspondence 1904-1941 with gaps 5 volumes
Scope and Contents note

Five outgoing letter-copy volumes of Engineering Department - Survey Division and Street Laying-Out Department - Engineering Division correspondence. Includes volumes from 1904-1926 and 1932-1941.

5020.003 Scrapbook and badge circa 1890-1910 1 volume and 1 artifact
Scope and Contents note

Scrapbook of H.G. Botsford containing photographs documenting work with the Engineering Department of the City of Boston, newspaper clippings, and ephemera. Also includes City of Boston Engineering Department badge.

5020.004 Annual reports 1875-1897 3 volumes
Scope and Contents note

Three bound volumes of City Engineer's reports for 1875-1897. Annual reports can also be found in the [City Documents series](#).

5020.005 Boston Harbor reports 1852-1879 2 volumes
Scope and Contents note

Two bound volumes compiled by the City Engineer's Office of reports on the harbor issued at the city, state and federal level. Includes annual reports of the Harbor Commissioners.

5030 Street Lighting

Historical note

The Lamp Department was first legalized by statute on June 29, 1773. The office of Superintendent of Lamps had existed since the year 1843, though it was first formerly established by ordinance on October 26, 1869. The department was separated from that of the Police in 1854. Chapter 3 of the Ordinances of 1908, approved by the Mayor on 6 Apr 1908, consolidated the Bridge, Sanitary, Sewer and Street Cleaning and Watering Departments, created by Chapters 1, 2, and 3 of the Ordinances of 1906 and the Lamp Department, as created by Chapter 22 of the Revised Ordinances of 1898, with the Street Department, which was placed under the charge of the Superintendent of Streets. In the Public Works Department, responsibility for street lighting falls under the Highway Division.

5030.001 Records circa 1952-1978 1 record carton

Scope and Contents note

Records of the Street Lighting Division relating to urban renewal projects, gas lamps and crime.

5030.002 Contract 1909 May 5 1 volume

Scope and Contents note

Copy of the Street Lighting Contract between the City of Boston and the Edison Electric Illuminating Company of Boston.

5030.003 Gas Lighting Card undated 1 folder

Scope and Contents note

Card with schedule for lighting and extinguishing gas lamps and rules for the operation of lamps equipped with automatic lighting machines.

5040 Sewer Division

Historical note

The Office of Superintendent of Sewers was established by ordinance passed June 6, 1837. The Superintendent of Sewers, appointed annually, had the general supervision of all sewers built, or permitted to be built, by the City, the charge of their building and repair, and the regulation of private drains entering into common sewers. The department also had charge of all catch-basins, their construction and cleaning. By ordinance approved March 9, 1891, in amendment of Chapter 18 of the Revised Ordinances of 1890, the Departments of Sewers, Sanitary Police, and Bridges, and the Office of Commissioner of Cambridge Bridges, were consolidated and placed under the administrative control of the Superintendent of Streets.

Chapters 1 and 3 of the Ordinances of 1906 re-established the Sewer Department. The Sewer Department had charge of the preparation of plans for sewerage works, the construction and maintenance of all drainage works, including the investigation of complaints in regard to defective drainage, the granting of permits for making sewer connections and the preparation of plans for the assessment of the cost of sewer construction; and made and delivered to the City Collector all bills for sewer assessments. Chapter 3 of the Ordinances of 1908, approved by the Mayor on 6 April 1908, consolidated the Bridge, Sanitary, Sewer and Street Cleaning and Watering Departments, created by Chapters 1, 2, and 3 of the Ordinances of 1906 and the Lamp Department, created by Chapter 22 of the Revised Ordinances of 1898, with the Street Department, which was placed under the charge of the Superintendent of Streets.

The water works system and the sewer works system of the Public Works Department were abolished and the powers transferred to the Boston Water and Sewer Commission by Chapter

436 of the Acts of 1977.	
5040.001 Betterment plans 1897-1955 21 flat file drawers	
Scope and Contents note	
Assessment plans for the construction of sewers.	
5040.002 Sewer plans circa 1890-1972 7 flat file drawers and 8 bins	
Scope and Contents note	
"M" series of sewer plans, circa 1890-1972; and miscellaneous sewer plans, circa 1912-1942. The "M" series includes sewer plans of Stony Brook, Austin Farm, the Fenway, Jamaicaaway, Savin Hill Bay and other areas. The miscellaneous plans include West Roxbury sewer plans.	
5040.003 Sewer recordings 1903-1958 with gaps 4 volumes	
Scope and Contents note	
Chapter 268 of the Acts of 1903 required, prior to the construction of any sewer, the recording in the Suffolk Registry of Deeds of a statement approved by the Mayor of his intention to construct the sewer, naming the street or describing the land in which the sewer is to be constructed and giving an estimate of the construction. Includes sewer recordings for 1903-1911 and 1929-1958.	
5040.004 Level books circa 1920-1940 2 record cartons	
Scope and Contents note	
Books used by engineers to record survey notes and levels.	
5040.005 Project files circa 1942-1957 2 record cartons	
Scope and Contents note	
Sewer Division project files on projects at Charles Street Jail, Moon Island, Calf Pasture and Stony Brook. This collection is unprocessed.	
5040.006 Deeds circa 1866-1914 1 record carton	
Scope and Contents note	
Includes deeds, releases, agreements, contracts, plans, and correspondence relating to sewers.	
5040.007 Takings and orders to build 1879-1956 with gaps 6 record cartons	
Scope and Contents note	
Notices of takings and orders to build sewers for the years 1879-1903, 1910-1914, 1916-1917, 1921-1928, 1930-1935, and 1938-1956 and notices of takings for Hyde Park for 1903-1904.	
5050 Street Department	
Historical note	
The Office of Superintendent of Streets was established by ordinance passed August 22, 1833. Under the direction of the Mayor, the Superintendent of Streets, appointed annually, superintended the general condition of the streets of the City and had charge of constructing, paving and repairing them; also all sidewalks and of numbering all buildings.	
Prior to 1882, the department under the charge of the Superintendent of Streets was called the Paving Department. The department under the charge of the Street Commissioners was called the Street Department. From 1883, the departments under charge of the Street	

Commissioners and the Superintendent of Streets were collectively called the Street Department. The Street Commissioners had charge of the laying out and widening of streets and highways. The Superintendent of Streets had charge of the work of laying out, widening, etc. By Chapters 18 and 36 of the Revised Ordinances of 1890, the department under the charge of the Street Commissioners was called the Street Laying-Out Department and the department under the charge of the Superintendent of Streets was called the Street Department.

By ordinance approved March 9, 1891, in amendment of Chapter 18 of the Revised Ordinances of 1890, the Departments of Sewers, Sanitary Police, and Bridges, and the Office of Commissioner of Cambridge Bridges, were consolidated and placed under the administrative control of the Superintendent of Streets. Chapter 3 of the Ordinances of 1908, approved by the Mayor on April 6, 1908, consolidated the Bridge, Sanitary, Sewer and Street Cleaning and Watering Departments, created by chapters 1, 2, and 3 of the Ordinances of 1906 and the Lamp Department, created by chapter 22 of the Revised Ordinances of 1898, with the Street Department, which was placed under the charge of the Superintendent of Streets.

The Superintendent of Streets had control of the construction and repair of streets, sidewalks and sewers, the cleaning and watering of streets, the care and management of bridges and ferries, the maintenance of public lamps in streets and parks and the collection and disposal of house offal, etc. He was authorized to regulate the numbering of buildings and to issue permits for various purposes, e.g., opening, occupying and obstructing the streets, laying water pipes, entering sewers, etc., laying railway tracks in the streets, or wires or conduits under the streets; or to erect poles for the support of wires.

Chapter 9 of the Ordinances of 1910 established the Department of Public Works and abolished the Engineering Department, Street Department and Water Department.

5050.001 Annual reports 1893, 1900-1901 3 volumes

Scope and Contents note

Includes copies of Street Department annual reports for 1893, 1900 and 1901. Annual reports can also be found in the [City Documents series](#).

5060 Street Laying-Out Department

Historical note

Chapter 337 of the Acts of 1870 established the Board of Street Commissioners. All the powers of the Board of Aldermen concerning the laying-out, altering or discontinuing the streets and ways in the city and the powers of the Board of Aldermen in relation to the abatement of taxes were transferred to the Board of Street Commissioners.

From 1870 to 1882, the department under the charge of the Street Commissioners was called the Street Department. The department under the charge of the Superintendent of Streets was called the Paving Department. From 1883-1890, the departments under charge of the Street Commissioners and the Superintendent of Streets were collectively called the Street Department. The Street Commissioners had charge of the laying out and widening of streets and highways. The Superintendent of Streets had charge of the work of laying out, widening, etc. By Chapters 18 and 36 of the Revised Ordinances of 1890, the department under the charge of the Street Commissioners was called the Street Laying-Out Department and the department under the charge of the Superintendent of Streets was called the Street Department.

By Section 57 of Chapter 2 of the Ordinances of 1954, the powers and duties of the Board of Street Commissioners were transferred to the Public Improvement Commission except those concerning inflammable material which were transferred to the Committee on Licenses in the Public Safety Commission, those concerning the planting and removal of trees, projections in, over or on the public ways, and storage and sale of merchandise which were transferred to the Commissioner of Public Works, and those concerning the abatement of taxes which were

transferred to the Real Property Board.	
5060.001 Proceedings 1871-1911 with gaps 15 volumes Scope and Contents note	
Minutes of the Board of Street Commissioners for 1871, 1874, 1876, 1879, 1881, 1883-1884, 1901, 1905-1909 and 1911.	
5060.002 Record of private ways approved 1928 March-1947 December 1 volume Scope and Contents note	
Votes of Street Commissioners accepting private ways approved by the Mayor.	
5060.003 Record of business of Street Commission 1889-1897 1 volume Scope and Contents note	
Log of business before the Street Commission relating to laying out of streets. Lists street, parties in interest, number of square feet taken, when taken, estimates, amount paid and notes.	
5060.004 Street notices 1873-1876 2 volumes Scope and Contents note	
Two volumes of printed public notices of the Board of Street Commissioners relating to laying out streets, land takings and schedules of assessments.	
5060.005 Annual reports 1893-1951 50 volumes Scope and Contents note	
Includes copies of annual reports of the Street Laying-Out Department for the years 1893-1898, 1900-1902, 1904-1908, 1910, 1912-1928, 1930-1934, 1936, 1938-1940, 1942-1943 and 1945-1951. Annual reports can also be found in the City Documents series .	
5060.006 City Council orders circa 1871-1910 1 record carton Scope and Contents note	
City Council orders to the Board of Street Commissioners relative to laying out streets, extending streets and providing estimates.	
5060.007 News clippings 1903-1927 1 volume Scope and Contents note	
One volume of news clippings of court decisions relating to streets.	
5070 Surveying Department Scope and Contents note	
The Office of the City Surveyor was established by ordinance passed on October 12, 1868. The Surveying Department was under charge of the City Surveyor, who made such surveys, plans, estimates, statements and descriptions and took such levels as the City Government or any of its departments or committees required. Chapter 449 of the Acts of 1895 abolished the Surveying Department and the Office of City Surveyor and transferred to the power and duties to the Engineering Department and the Office of City Engineer.	
5070.001 Plans and notes circa 1834-1923 16 record cartons, 3 flat file drawers Scope and Contents note	
Plans and files of survey notes of Civil Engineer Charles H.W. Wood Co. Files are numbered 1-1770. This collection is unprocessed.	

5070.002 Record of grades 1870-1879 1 volume

Scope and Contents note

Volume kept by the City Surveyor's Office of copies of orders of the Board of Street Commissioners to establish the grades of streets in Dorchester.

5070.003 Index to notes circa 1859-1894 1 volume

Scope and Contents note

Index to notes of the Board of Survey. Arranged alphabetically by street with book and page number, date and surveyor.

5070.004 Card file circa 1891-1901 1 record carton

Scope and Contents note

Card file kept by Board of Survey for miscellaneous notes, miscellaneous calculations and Brighton notes.

5080 Water Department

Historical note

The first water-document published by the city of Boston appeared in 1825. The public introduction of water from Lake Cochituate took place on October 25, 1848. Chapter 80 of the Acts of 1875 authorized the City Council to unite the Cochituate and Mystic Water Boards under one board of three members, to be called the Boston Water Board. An ordinance to establish the Boston Water Board was passed March 22, 1876. The Boston Water Works consisted of the Cochituate Water Works, subdivided into two divisions, the Eastern and the Western, and the Mystic Water Works. The Water Income Department, which dealt with the revenues from water and with water-takers, was under the charge of the Water Registrar. The office of Water Registrar was established by the ordinance of October 31, 1850. By Chapter 449 of the Acts of 1895, the Boston Water Board, the Water Income Department and the Water Registrar were abolished and the Water Department created, a single commissioner being entrusted with all the powers previously exercised by the Boston Water Board and the Boston Water Registrar.

By Chapter 488 of the Acts of 1895, the State provided for a metropolitan water supply, Boston being included among the municipalities thus to be supplied. A State Commission, the Metropolitan Water Board, in accordance with said act, took possession, in 1898, of all that part of the Boston water system lying westward of Chestnut Hill Reservoir, including the pumping station and adjacent lands. Chapter 9 of the Ordinances of 1910 established the Department of Public Works and abolished the Engineering Department, Street Department and Water Department. The water works system and the sewer works system of the Public Works Department were abolished and transferred to the Boston Water and Sewer Commission by Chapter 436 of the Acts of 1977.

5080.001 Cochituate Water Works deeds and index 1846-1897 2 record cartons and 1 volume

Scope and Contents note

Deeds and releases for property and easements taken for the Cochituate Water Works and index to deeds. Also includes Church Street District deeds.

5080.002 Annual reports and publications 1851-1895 10 volumes

Scope and Contents note

Includes copies of annual reports of the Cochituate Water Board for 1869-1870 and the Boston Water Board for 1879 and 1892-1893; reports of the Cochituate Water Board from 1851 and 1874; History of the Introduction of Pure Water into the City of Boston..., 1868;

History of the Boston Water-Works from 1868-1876, 1876; and Short Description of the Boston Water-Works, 1895. Annual reports and other documents can be found in the [City Documents series](#).

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9705 Rent Equity Board

Historical note

Rent Control in Boston was ended by a state-wide referendum in 1994. The Rental Housing Resource Center was created by Mayor Thomas M. Menino in 1995 to provide advice, information, and assistance to Boston landlords and tenants who have problems or questions about rental housing issues. The Rent Equity Board consisting of five residents of the City appointed by the Mayor is responsible for carrying out the provisions of the Rental Housing Equity Ordinance. A Rent Board was first established in Boston by Chapter 11 of the Ordinances of 1970.

9705.001 Records 1970-1996 59 record cartons

Scope and Contents note

Records of the Boston Rent Board which was established to determine fair rents and regulate evictions. Includes proceedings, decisions, forms, case files, publications, etc. This collection is unprocessed.

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2700 Retirement Board

Historical note

The Boston Retirement System was established on February 1, 1923, under the provisions of Chapter 251 of the Acts of 1922, which was accepted by the Mayor and City Council in August, 1922. An additional retirement system for city and county employees was provided by Chapter 658 of the Acts of 1945. This act was accepted by the City Council on June 3, 1946 and approved by the Mayor on June 5, 1946. The new system, designated as the State-Boston Retirement System, went into effect on October 1, 1946. Every employee appointed after that date becomes a member of the new system.

The Retirement Board manages the State-Boston Retirement System (SBRS) which serves the members and retirees of the City and its agencies, including the School Department, the Boston Redevelopment Authority, and the Boston Housing Authority. The Board distributes pensions and refunds while preserving the System's assets. The Board is responsible for processing monthly payroll benefits and maintains accounting records pertaining to cash receipts, disbursements, and investment transactions of multiple investment funds. The Board oversees other aspects of the retirement system, such as the auditing of disability retirees' earnings and the review of the disability status of retirees.

2700.001 Proceedings 1922-1932, 1934-1962 4 record cartons

Scope and Contents note

Includes minutes and hearings of the Boston Retirement Board, 1922-1932 and 1934-1962.

2700.002 Ledgers 1923-1995 with gaps 2 record cartons

Scope and Contents note

Financial ledgers of the Retirement Board for the years 1923-1966, 1990-1992 and 1995.

2700.003 Annual reports 1959-1968, 1971 11 volumes

Scope and Contents note

Includes copies of annual reports of the Boston Retirement Board for the years 1959-1968 and 1971. Annual reports can also be found in the [City Documents series](#).

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0400 School Department

Historical note

In 1789, the General Court of the Colony granted authority to "trust to appoint School Committees for the control of the Schools." In accordance with the provisions of this act, the first School Committee for Boston was chosen October 20, 1789, "to exercise all the Powers relating to the Schools and School Masters, which the Selectmen or such Committees are authorized by the Laws of this Commonwealth on the Votes of this Town to exercise." Under the reorganized plan of 1789, the public schools of Boston were administered by a committee consisting of twenty-one members, nine selectmen and one member from each of the twelve wards. For administrative purposes, the Board of twenty-one members was divided into various sub-committees. Sub-committees included a visiting committee, a committee to fill vacancies in the teaching staff and an examining committee.

Prior to 1818, the public schools admitted only children who had already received some rudimentary instruction. During that year, after considerable agitation on the part of the citizens of the town, primary schools were established. The citizens created in town meeting a special committee distinct and separate from the regular School Committee to safeguard the interests of the primary schools. This committee had a membership ranging from 36 at one time to 196 at another time. The Primary School Committee continued to have exclusive control of the primary schools until 1855, when these schools were placed under the jurisdiction of the general committee.

By terms of the Charter, authorization was granted the School Committee to have the general care and superintendence of the public schools. The number of members and terms of the School Committee fluctuated over the years through several charter revisions.

The office of the Superintendent of Schools was created in 1851. The appointment of teachers, however, still remained the prerogative of the School Committee. In 1876, the rules and regulations were revised and considerable nominal power was granted to the Superintendent and Supervisors, but the appointment of teachers was retained by the district subcommittees. The newly established Board of Supervisors became a board for the examination and certification of teachers. In 1884, the Superintendent was given additional powers. He was to be held responsible to the School Board as the executive in the department of instruction over all supervisors, principals, and other instructors.

With the reorganization of the School Committee in 1906, all sub-committees were discontinued. One of the most important features of the revised rules and regulations of 1906 was the conferring of direct authority and responsibility upon the official staff of the Committee. The Superintendent was designated as the executive officer of the School Committee in all matters relating to instruction and discipline in the public schools; and was given the power, subject to the approval of the School Committee, to appoint, reappoint, transfer and remove all directors, principals and teachers.

Chapter 108 of the Acts of 1991 replaced the elected School Committee with a board of seven members serving four-year terms, appointed by the Mayor from nominees.

0400.001 School Manuals 1869-1973 with gaps 58 volumes

Scope and Contents note

Directories listing all schools, districts, programs, administrators, teachers and custodians of the Boston Public Schools for the years 1869, 1871, 1875-1877, 1882, 1887, 1889-1891, 1893-1939, 1941, 1943, 1945, 1947, 1949, 1952, 1956, 1960, 1965 and 1972-1973.

0400.002 Rules and Regulations 1877-1935 with gaps 17 volumes

Scope and Contents note

Rules and Regulations of the Boston Public Schools published in the years 1877-1879, 1883, 1888, 1895, 1897-1898, 1900, 1906, 1908, 1910, 1919, 1921, 1923, 1927 and 1935.

0400.003 Curricula 1943-1991 4 record cartons

Scope and Contents note

Includes copies of courses of study and curriculum guides for the Boston Public Schools. Courses of study and curriculum guides may also be found in the School Committee Annual Reports and Documents series.

0400.004 Graduation programs 1885-1979 with gaps 23 volumes, 3 microfilm reels

Scope and Contents note

Includes bound volumes of graduation programs of High Schools and Grammar Schools for the years 1885, 1890-1891, 1893, 1895-1897, 1904-1913 and 1918-1923; and graduation programs on microfilm of high schools for the years 1919-1979.

0400.005 Publications circa 1916-2000 approximately 150 volumes

Scope and Contents note

Publications produced by the Boston School Department. Includes Code of Discipline, contracts, handbooks, newsletters, reports, plans, etc.

0400.006 Scrapbook circa 1940 1 volume

Scope and Contents note

Scrapbook of forms used by the School Department, circa 1940. Includes samples of office record cards, attendance and scholarship records, transfer cards, report cards, monthly reports, teacher record cards, etc.

0400.07 News clippings 1985-1988, 1993-2000 5 record cartons

Scope and Contents note

Includes news clippings on the Boston Public Schools compiled by the Office of Communications, April 1985-February 1988 and 1993-2000.

0400.008 School History Collection circa 1820-1989 2 record cartons

Scope and Contents note

Artificial collection of published works about individual Boston Schools, works by students and faculty, and works about the individual for whom the school is named.

[Link to finding aid](#)

0401.001 Committee on Superintending the School for Mutual Instruction records 1821-1823 4 folders

Historical note

The mutual (or monitorial) system of instruction, which had been created by English educator Joseph Lancaster, was widely popular in the early nineteenth century. The Lancasterian system relied upon having the older or more advanced students instruct the younger or weaker students under the supervision of the schoolmaster. On July 2, 1820, at a Town meeting, an appropriation of \$1000 was voted and the School Committee was authorized to establish a School for Mutual Instruction. The School Committee voted on October 22, 1821 to create a committee of seven men to oversee and care for the School. The Committee found the school and its method of instruction to be superior and recommended their general adoption. The School Committee took charge of the school in September of 1823.

Scope and Contents note

Includes correspondence, reports, and records of the business of the Committee for Superintending the School for Mutual Instruction; reports of the schoolmaster, William B. Fowle, which provided attendance statements, tallies of token distributed and tokens redeemed, and minutiae concerning the functioning of the school; and reports on visits to the school by various committee members.

[Link to finding aid](#)

0402.001 Charlestown Free School Fund records 1835-1960 3 volumes

Scope and Contents note

Includes financial records of the Charlestown Free School Fund which provided support for the public schools in Charlestown.

0403.001 Photographs of School Headmasters circa 1870-1890 56 photographs and 1 photograph album

Scope and Contents note

Collection of photographs of school headmasters who served circa 1830-1878. Includes John D. Philbrick, Joshua Bates, Samuel W. Mason, Elbridge Smith, W.L.P. Boardman, William E. Endicott and others.

0403.002 School building photographs circa 1920-1960 2 document cases

Scope and Contents note

Collection of photographs of Boston Public School buildings. Most photographs show exterior views of buildings. A small number include interior views.

0405 School Committee

0405.001 Annual Reports and Documents 1845-1963 with gaps 147 volumes

Scope and Contents note

Annual reports and other documents including annual statistics, committee reports, curriculum, courses of study, etc. of the School Department. Includes School Committee annual reports, 1845-1850, 1852-1855, 1857-1963 and School Documents, 1853-1861, 1877, 1879-1905. Also includes Annals of the Primary Schools, 1818-1854; Report of Committee on Drawing, 1870-1877; and Report on Accounts, 1869-1877.

0405.002 Proceedings 1870-1996 115 volumes and 144 record cartons

Scope and Contents note

Includes published proceedings of School Committee meetings, 1870, 1873-May 1987; verbatim transcripts of School Committee meetings, July 1936-June 1996; and School Committee board papers, September 1915-1991.

<p>0405.003 Administrative records 1992-1997 48 record cartons Scope and Contents note</p> <p>Includes subject files, reports, correspondence, orders etc. of the School Committee.</p>
<p>0405.004 School Committee Secretary Desegregation files 1963-1984 6 record cartons Scope and Contents note</p> <p>Includes correspondence, meeting minutes, transcripts, student assignment plans, court orders and news clippings collected by Edward J. Winter, Secretary of the Boston School Committee from 1962-1984.</p> <p>Link to finding aid</p>
<p>0405.005 School Committee Secretary's Circulars 1906-1914, 1920-1971 7 volumes Scope and Contents note</p> <p>Notices circulated to headmasters, principals and others by the School Committee Secretary. Includes amendments to the Rules and Regulations and salary schedules.</p>
<p>0405.006 Grants 1994-2002 11 record cartons Scope and Contents note</p> <p>Grants submitted by the Superintendent to the School Committee for approval.</p>
<p>0410 Superintendent</p>
<p>0410.001 Superintendent's Circulars 1899-1990 with gaps 33 volumes and 1.5 record cartons Scope and Contents note</p> <p>Administrative notices circulated to all school headmasters and principals by the Superintendent, 1899-1936, 1942-1952, and 1962-1990.</p>
<p>0410.002 Superintendent Lois Harrison Jones administrative records 1989-1994 1 record carton Scope and Contents note</p> <p>Subject and correspondence files of Superintendent Lois Harrison Jones. This collection is unprocessed.</p>
<p>0410.003 Superintendent's Annual reports 1922-1985 with gaps 1 record carton Scope and Contents note</p> <p>Collection of copies of the published annual reports of the Superintendent for the years 1922-1929, 1931, 1933-1946, 1948, 1950-1957, 1959-1973 and 1979-1985. Annual reports can also be found in the School Committee Annual Reports and Documents series.</p>
<p>0410.004 Deputy Superintendent's Memorandum 1978-1990, 1992-1999 4 record cartons Scope and Contents note</p> <p>Memorandum circulated to cluster leaders, headmasters, principals and other administrative heads by the Deputy Superintendents, 1978-1990 and 1992-1999.</p>
<p>0415 Board of Superintendents Historical note</p> <p>The Board, originally known as the Board of Supervisors, was created under an act of the Legislature of 1875 and comprised the Superintendent of Schools and six associates. Initially,</p>

its duties for the greater part related to the supervision and direction of the work of teachers. It was also a board for the examination and certification of candidates eligible for service in the different grades of schools. Upon the reorganization of the School Committee in 1905, the Board of Supervisors became a Board of Superintendents. Many of the administrative details which previously had been performed by subcommittees of the School Committee were transferred by the regulations to the Board of Superintendents. The development of high schools, intermediate schools, vocational and continuation schools, and the various departments greatly increased the responsibilities of the board. The board served as the field officers of the Superintendent and as an advisory body for the School Committee.

0415.001 Proceedings 1907-1953 46 volumes

Scope and Contents note

Minutes of the meetings of the Board of Superintendents from 1907-1953.

0415.002 Circulars 1907-1948 19 volumes

Scope and Contents note

Notices circulated to school headmasters and principals from the Board of Superintendents, 1907-1948. Several volumes also include Board of Apportionment Circulars for 1918-1921 and 1923-1944. The Board of Apportionment was responsible for overseeing financial matters of the School Department.

0415.003 Examination papers 1876-1893, 1925-1962 with gaps 48 volumes

Historical note

The Board of Examiners, established in 1924, took over the duties formerly conferred upon the Board of Supervisors and Board of Superintendents relating to the examination of pupils for admission to the various schools and the examination and certification of candidates for all teaching and supervisory positions and promotions.

Scope and Contents note

Bound volumes of examinations given to candidates for qualification as teachers in the Boston Public Schools for the years 1876-1893, 1925-30, 1932-1935, 1937-1938, 1940-1957, and 1959-1962.

0415.004 Teacher Qualification registers and index 1876-1949 48 volumes and 6 card file drawers

Scope and Contents note

Registers of Certificates of Qualifications of Boston Public School teachers issued by the Board of Supervisors/Superintendents/Examiners. Registers document name, address, education, previous employment, appointments, resignations and death. Also includes a card index by last name of teacher.

0415.005 Register of Boston Public School teachers and index circa 1876-1906 2 volumes

Scope and Contents note

Alphabetical List of Instructors of the Boston Public Schools, 1876-1901 and Registry of Instructors, 1901-1906?.

0420 Schools

Scope and Contents note

Records of individual schools including student records, programs, photographs, portraits, yearbooks and student newsletters.

0420.001 Student records circa 1847-1990 317 volumes, 134 record cartons, 156 card file boxes, 124 document cases, 38 file cabinets and 7 microfilm drawers

Scope and Contents note

Student transcripts, office record cards and attendance records of primarily closed Boston Public Schools. Includes records of the following high schools and programs: Boston Technical High School/Mechanic Arts High School, pre-1952 only; Boston Trade School for Boys, pre-1929 only; Brandeis Vocational High School; Charlestown High School, pre-1917 only; High School of Commerce; Dorchester High School, pre-1946 only; Evening High and Trade Schools, pre-1978 only; Girls' High School; Girls' Trade High School; High School of Practical Arts; (Old) Roxbury High School; (New) Roxbury High School; Roxbury Memorial High Schools for Boys and Girls; South End Vocational School; Vocational High and Opportunity School; and Vocational Technical Institute. Also includes various elementary and middle schools. Contact Boston Public Schools Unified Student Services Office for further information.

0420.010 Agassiz School photographs 1971-1976 7 folders and 1 flat box

Scope and Contents note

Includes photograph of the Agassiz School building, circa 1971; and class photographs, 1971-1974 and 1976.

0420.011 John A. Andrew School records 1885-1912 2 folders and 1 framed item

Scope and Contents note

Includes program of the Exhibition of the Andrew School from 1885, graduation programs from 1887-1912 with gaps, and a framed diploma from 1903.

0420.012 Boston Business School records 1890-1996 4 document cases and 1 record carton

Scope and Contents note

Includes administrative files, scrapbook, photographs and graduation programs of the Boston Business School formerly called Boston Clerical School.

0420.013 Boston High School yearbooks 1969-2000 with gaps 22 volumes

Scope and Contents note

Includes yearbooks for 1969-1975, 1977-1978, 1982-1995, and 1998-2000.

0420.014 Boston Latin School records 1917-1970 2 volumes and 1 record carton

Scope and Contents note

Includes Catalogs of the Boston Latin School, 1924-1970; "Graduates of the Public Latin School in Boston, 1816-1917", presented to Dr. Jeremiah S. Burke compliments of Patrick T. Campbell; and the 1952 yearbook.

0420.015 Boston Technical High School/Mechanic Arts High School records 1893-1991 6 record cartons, 3 document cases and 4 volumes

Scope and Contents note

Includes administrative files, scrapbooks of news clippings, photographs, and student newsletters. Also includes Mechanic Arts High School yearbooks for 1940-1941 and 1943-1944 and Boston Technical High School yearbooks for 1946-1958, 1960-1967, 1969, 1972, 1975-1985, and 1987-1991.

0420.016 Boston Trade High School for Boys yearbooks and photograph 1926-1947 6 volumes and 1 photograph

Scope and Contents note

Includes yearbooks for 1931, 1935, 1939, 1944, 1945, and 1947 and a photograph of the school orchestra from the 1926-1927 school year.
0420.017 Nathaniel Bowditch School photograph 1909 1 photograph Scope and Contents note Photograph of Class of 1909.
0420.018 Brandeis Vocational High School administrative records 1939-1953 3 document cases Scope and Contents note Includes reports, teacher assignments, diploma returns and attendance records.
0420.019 Brighton High School records 1915-1988 2 record cartons, 2 items and 1 framed photograph Scope and Contents note Includes yearbooks for 1938, 1944, 1950, 1954-1956, 1960, 1970-1974, 1977-1979, 1982, 1984-1985, 1987-1988; school newsletter "Towers" from 1961; two diplomas from the class of 1915; and a framed portrait of the class of 1921.
0420.020 Phillips Brooks School photograph 1920 1 framed photograph Scope and Contents note Framed portrait of the Class of 1920.
0420.021 Jeremiah Burke High School yearbooks 1948, 1950, 1968 3 volumes Scope and Contents note Yearbooks for 1948, 1950, and 1968.
0420.022 Patrick T. Campbell School photographs 8 photographs Scope and Contents note Panoramic photographs of the graduating classes of 1943, 1947-1950 and 1952-1954.
0420.023 Charlestown High School records 1852-2005 5 record cartons, 2 document case and 1 flat box Scope and Contents note Includes a register of visitors to the School, 1852-1872; framed portraits of the classes of 1926 and 1927; photograph album of Class of 1937; graduation programs, 1873-1885, 1878-1987, 1991-1992; and yearbooks, 1926-1933, 1935, 1937-1944, 1946-1950, 1952-1954, 1957-1970, 1972, 1974-1975, 1977-1979, and 1990-2005.
0420.024 Grover Cleveland School photograph 1932 1 photograph Scope and Contents note Photograph of the Grover Cleveland School Class of 1932.
0420.025 Comins School photograph 1912 1 photograph Scope and Contents note Photograph of the Class of 1912.
0420.026 High School of Commerce records circa 1913-1940 3 volumes, 4 photographs and 2 items

Scope and Contents note

Includes yearbooks for 1938-1940; photograph of unidentified sports team, circa 1913-1914; framed photographs of the Classes of 1919 and 1920; framed photograph of the baseball team from circa 1916-1919; diploma from 1920; and framed school cadets certificate.

0420.027 Dorchester High School records circa 1852-1992 5 record cartons, 5 document cases, 1 framed map, 2 framed photographs and 1 artifact

Scope and Contents note

Records of Dorchester High School, Dorchester High School for Boys and Dorchester High School for Girls. Includes administrative records, textbooks, framed copy of the first issue of "The Shrine" 1855, student magazines, programs, framed map of Dorchester from 1930, artifacts, photographs and yearbooks. Artifacts include DHS pins and a megaphone. Photographs include Football, Baseball, Basketball, and Fencing teams from the early 1900s; various classroom and school scenes from the early 1900s; and graduating classes of 1914, 1917 and 1926. Yearbooks include DHS 1923-1925, 1960, 1975-1978, 1980, 1982, 1984-1988, and 1990-1992; DHSB 1941-1945, 1947-1949, and 1951-1953 and student magazines, 1929-1939; DHSG 1927-1929, 1932, 1935-1939, 1942-1943, 1946 and 1950-1952.

0420.028 Dudley School publications 1911-1915 3 volumes

Scope and Contents note

Published copies of "The Dudley Record", a student newspaper, from 1911-1915.

0420.029 East Boston High School photographs and films 1975-1982 1 photograph box and 1 record carton

Scope and Contents note

Includes photographs of football teams from 1975-1979 and 1981-1982 and film reels of football games from 1975-1978.

0420.030 William E. Endicott School photographs 1983-1992 7 folders

Scope and Contents note

Class photographs of the William E. Endicott School from 1983-1987 and 1991-1992.

0420.031 English High School yearbook 1949 1 volume

Scope and Contents note

Yearbook for 1949.

0420.032 Edward Everett School programs 1875-1925 5 folders

Scope and Contents note

Includes Exhibition programs, 1875-1883, 1885-1886; graduation programs, 1887-1894, 1897-1919; and Edward Everett Evening School graduation program from 1925.

0420.033 Everett School diploma 1916 1 item

Scope and Contents note

Diploma from 1916.

0420.034 Fairmount School photographs circa 1960-1965 1 photograph box

Scope and Contents note

Photographs of students in school yard performing May pole dance, circa 1960-1965.

<p>0420.035 Fenway Middle College High School publication 1993 1 volume Scope and Contents note</p> <p>Publication from 1993 called "Our Future Community".</p>
<p>0420.036 Old Franklin School photograph undated 1 photograph Scope and Contents note</p> <p>Undated photograph of the Old Franklin School in use as a veterans' post. The school was built in 1845.</p>
<p>0420.037 Margaret Fuller School photographs 1972-2000 with gaps 1 record carton Scope and Contents note</p> <p>Includes class photographs from 1972-1975, 1978-1984, 1986-1988, 1991 and 2000.</p>
<p>0420.038 Thomas Gardner School photograph and diploma 1926 1 photograph and 1 item Scope and Contents note</p> <p>Includes photograph of the Class of 1926 and diploma from 1926.</p>
<p>0420.039 Girls' High School records 1920-1969 1 record carton, 5 volumes, 1 photograph and 1 item Scope and Contents note</p> <p>Includes yearbooks for 1958, 1959, 1960, 1962 and 1969; student newsletter "The Distaff" from 1937-1965 with gaps; photograph of the Class of 1920; and diploma from 1920.</p>
<p>0420.040 Girls' Latin School yearbooks 1969, 1971 2 volumes Scope and Contents note</p> <p>Yearbooks for 1969 and 1971.</p>
<p>0420.041 Girls' Trade High School lantern slides circa 1900-1910 40 slides Scope and Contents note</p> <p>Lantern slides from a presentation on the school circa 1900-1910. Includes views of students, classrooms and student projects.</p>
<p>0420.042 Alexander Hamilton School records 193?-2000 1 portrait, 1 framed print, 1 framed photograph and 1 record carton Scope and Contents note</p> <p>Includes portrait of Alexander Hamilton, 193?; print of Alexander Hamilton, undated; photograph of Principal Emeritus Mary T. O'Connell, 1957-1975; school banner, trophy, 1989; and miscellaneous photographs, circa 2000.</p>
<p>0420.043 Mary Hemenway School photographs 1940, 1947 2 folders Scope and Contents note</p> <p>Class portraits from 1940 and 1947.</p>
<p>0420.044 Jamaica Plain High School records 1895-1984 2 record cartons and 2 photograph boxes Scope and Contents note</p> <p>(Old) West Roxbury High School was renamed Jamaica Plain High School in 1923. Includes yearbooks for 1942, 1946, 1951, 1956 and 1984; student newsletters 1895-1967 with gaps; Agricultural Department photographs, circa 1925-1940; and yearbook photographs, circa</p>

1950s. See also (Old) West Roxbury High School .
0420.045 Longfellow School photograph circa 1908 1 photograph Scope and Contents note Photograph of Longfellow class, circa 1908.
0420.046 Madison Park High School yearbook 1979 1 volume Scope and Contents note Yearbook for 1979.
0420.047 Horace Mann School for the Deaf photographs circa 1869-1920 1 photograph box and 3 photograph albums Scope and Contents note Includes photographs of the school buildings and classes; and three unidentified photograph albums documenting trip to Europe circa 1869-1871.
0420.048 Mechanic Arts High School records Scope and Contents note See Boston Technical High School .
0420.049 Mather School photographs and diploma 1922-1952 with gaps 23 photographs and 1 diploma Scope and Contents note Includes panoramic photographs of the graduating classes of 1922-1923, 1925, 1927-1928, 1930, 1932, 1934-1935, 1938-1939, 1941 and 1945-1952; and a diploma from 1932.
0420.050 John D. O'Bryant High School yearbooks 1993-2004 with gaps 7 volumes Scope and Contents note Yearbooks from 1993, 1995, 1999, and 2001-2004.
0420.051 Henry L. Pierce School photograph 1899 1 photograph Scope and Contents note Photograph of the Class of 1899.
0420.052 Rochambeau School photographs 1940, 1947 2 folders Scope and Contents note Class portraits from 1940 and 1947.
0420.053 Theodore Roosevelt School photograph 1929 1 photograph Scope and Contents note Photograph of the Class of 1929.
0420.054 Roslindale High School records 1937-2000 5 record cartons Scope and Contents note Roslindale High School was renamed West Roxbury High School in 1977. Includes yearbooks from 1937-1976, graduation programs, student newsletters and four 16mm film reels of football games between Roslindale and Brighton in 1968 and Roslindale and Boy's Trade on 10 October 1969. See also (New) West Roxbury High School .

<p>0420.055 (New) Roxbury High School yearbook 1977 1 volume Scope and Contents note Yearbook from 1977.</p>
<p>0420.056 (Old) Roxbury High School photographs circa 1880-1917 3 document cases Scope and Contents note Includes photographs of headmaster, assistants and students of the Class of 1880; alumni photographs; framed photograph of the Class of 1907; and photograph of 75th anniversary banquet in 1929.</p>
<p>0420.057 Roxbury Memorial High School for Boys yearbooks 1936-1960 with gaps 12 volumes Scope and Contents note Yearbooks for 1936-1937, 1940, 1942, 1948, 1952-1956, and 1959-1960.</p>
<p>0420.058 Roxbury Memorial High School for Girls records 1928-1960 with gaps 4 volumes, 2 pamphlet boxes and 1 photograph Scope and Contents note Includes yearbooks for 1947, 1949, 1958 and 1960; student newsletter "Enterprises", 1928-1931 with gaps; programs; and photograph of the Class of 1931.</p>
<p>0420.059 William E. Russell School photographs 1940-1991 with gaps 8 folders and 6 framed photographs Scope and Contents note Includes panoramic photographs of the Classes of 1940, 1952-1953, 1963 and 1965; and class photographs from 1972, 1977, 1982, 1984, 1987-1988, and 1990-1991.</p>
<p>0420.060 Robert Gould Shaw School photographs circa 1900-1963 with gaps 3 photographs Scope and Contents note Includes photograph of unidentified class of the Robert Gould Shaw School, circa 1900; and panoramic photographs of the classes of 1960 and 1963.</p>
<p>0420.061 Elbridge Smith School photographs 1940, 1947 2 folders Scope and Contents note Class portraits from 1940 and 1947.</p>
<p>0420.062 Charles Sumner School graduation program 1912 1 item Scope and Contents note Graduation program from 1912.</p>
<p>0420.063 Umana Harbor Technical High School yearbooks 1979-1987 with gaps 5 volumes Scope and Contents note Yearbooks from 1979-1980, 1982-1983 and 1987.</p>
<p>0420.064 (New) West Roxbury High School records 1977-2001 with gaps 3 record cartons Scope and Contents note Records of West Roxbury High School formerly called Roslindale High School. Includes</p>

yearbooks 1977-2000, graduation programs, student newsletters, and student produced slide presentation and audio cassette narration on construction of new Southwest High School, ca. 1976-1977. See also [Roslindale High School](#).

0420.065 (Old) West Roxbury High School yearbook and student newsletters 1895-1923 1 record carton and 1 volume

Scope and Contents note

(Old) West Roxbury High School was renamed Jamaica Plain High School in 1923. Includes 1919 yearbook and issues of the student newsletter "The Clarion" 1895-1923 with gaps. See also [Jamaica Plain High School](#).

0420.066 Phillis Wheatley School records 1991-2000 1 record carton

Scope and Contents note

Includes the yearbook from 1994 and miscellaneous plaques and medals from 1991-2000.

0420.067 Roger Wolcott School diploma 1912 1 item

Scope and Contents note

Diploma from the Roger Wolcott School, 1912.

0430 Department of School Buildings

Historical note

Chapter 473 of the Acts of 1901 established in the City of Boston a Schoolhouse Department under the charge of a board of three Commissioners appointed by the Mayor without confirmation. The authority and duties of the board were those formerly conferred and imposed upon the City Council and the School Committee in relation to selecting lands for school purposes and requesting the Street Commissioners to take the same, providing temporary school accommodations, and making, altering and approving designs and plans for school purposes; erecting, completing, altering, repairing, furnishing, and preparing yards for school buildings and making contracts and selecting architects for doing said work. The board was also required to take measures to secure proper ventilation, proper sanitary conditions, and protection from fire for existing school buildings. Annual reports were first made in 1901.

Chapter 351 of the Acts of 1929, "An Act to establish a board of commissioners of school buildings and a department of school buildings in the City of Boston" was accepted by the voters at the City Election held 5 Nov 1929. By the provisions of the Act, the board consisted of three citizens of Boston who otherwise were neither officials nor employees of said city, one appointed by the Mayor without approval of the civil service commissioners, one by the School Committee and one chosen by the two appointed or appointed by the Governor if the appointees fail to choose a commissioner within thirty days after the second appointed. By Section 2 of the Act, the Department of School Buildings was established under the charge of a Superintendent of Construction who was elected by the Board of Commissioners, to serve at the pleasure of the board. Upon the election of a Superintendent of Construction, the Board of Schoolhouse Commissioners and the Schoolhouse Department were abolished.

Chapter 642 of the Acts of 1966 established the Public Facilities Department for the more efficient and economical construction and alterations of municipal buildings. The Department of School Buildings was abolished and its functions in part were transferred to the Public Facilities Department and to the School Committee. The School Committee had the exclusive power and authority to perform necessary alterations, maintenance and repairs of public school buildings and their yards and furnishings.

0430.001 Proceedings 1901-1929 28 volumes

Scope and Contents note

Minutes of the Board of Schoolhouse Commissioners, 1901-1929.

0430.002 Annual reports 1907-1965 with gaps 26 volumes
Scope and Contents note

Includes copies of the annual reports of the Schoolhouse Department/Department of School Buildings for the years 1907, 1909-1915, 1918-1919, 1921, 1925, 1928, 1934-1935, 1943-1946, 1948-1949, 1951, and 1963-1965. Annual reports can also be found in the [City Documents series](#).

0431 Department of School Health Services
Historical note

The Department of School Hygiene was established by Chapter 295 of the Acts of 1907. Regular medical inspection of the schools was maintained by the Health Department from 1894-1915. The School Committee took charge of this function on September 1, 1915. In order to modernize titles, the name of the department was changed on May 4, 1964 to Department of School Health Services.

0431.001 Subject files 1925-1977 2 record cartons
Scope and Contents note

Subject files of the Department of School Health Services formerly called the Department of School Hygiene. Topics documented include budgets, immunizations, dental issues, drugs, nurses, school physicians, polio, vision and hearing.

0432 Department of Student Support Services
Historical note

The Department of Student Support Services was established in 1970 when instructional programs for students with special needs and student support programs were consolidated under an Associate Superintendent for Special Services. The department was reorganized in 1976 pursuant to the regulations of Chapter 766 which mandated services to children with special needs. The Department of Student Support Services provided effective programs and services for Boston's students ages 3-21 who were found to have special needs.

0432.001 Records 1975-1987 2 record cartons
Scope and Contents note

Includes administrative files, correspondence and reports. This collection is unprocessed.

0433 Bilingual Education Program records
Historical note

Projects in the Bilingual Education Program was funded under Title VII of the Elementary and Secondary Education Act (ESEA). The pilot project was funded for the school year 1974-1975.

0433.001 Records 1974-2000 (Bulk, 1983-2000) 7 record cartons
Scope and Contents note

Includes administrative files, staff meeting minutes, project files, curriculum, sample lesson plans, publications and photographs.

0450 Desegregation-Era records
Scope and Contents note

The Boston Public Schools Desegregation-Era Records collection dates from 1952 to 2004 (bulk, 1975-2000), and is comprised of seven record groups, reflecting different divisions of the school administration. The record groups include: The Department of Implementation; The Department of Implementation II; The Citywide Parents Council; The Citywide Parents Council

II; The Office of General Counsel; Desegregation Related Grants; and The Department of Statistics. The collection contains administrative, programmatic and legal papers of the Boston Public Schools documenting their efforts to comply with court-ordered desegregation. It offers insight into the turmoil faced by school employees as they attempted to maintain peace, cooperate with the law and regain the trust of the community. See also [School Committee Secretary Desegregation files](#).

[Link to finding aid](#)

0450.001 Department of Implementation records 1952-2002 (Bulk, 1975-2000) 186 record cartons

Scope and Contents note

The Department of Implementation was established as a result of Judge W. Arthur Garrity's June 21, 1974 decision in the civil case of Morgan vs. Hennigan (US District Court of Massachusetts). The department's mission was to carry out the court's orders to desegregate Boston Public Schools. Its specific duties were to facilitate, monitor, coordinate, develop and provide accurate information on all matters pertaining to the court ordered desegregation. The Department of Implementation Desegregation-era records spanning from 1975-2000 (bulk), document the evolution of the department and the work of several divisions including the Executive Director; the Senior Officer; the Transportation Unit; the External Liaison Unit; the Student Services Unit; and the Records Management Unit. This series also contains publications pertaining to desegregation, collected by the department.

[Link to finding aid I](#)

[Link to finding aid II](#)

0450.002 Citywide Parents' Council records 1971-2004 (Bulk, 1975-2000) 85 record cartons

Scope and Contents note

The Citywide Parents Council, Inc. (CPC) was a community/school based, non-profit, advisory organization established by Federal District Court mandate (Judge Arthur Garrity in the case of Tallulah Morgan vs. James Hennigan) in 1974. The CPC operated as an autonomous entity of the school system from 1974 to 2004. The Citywide Parents Council Records document the organization's mission to foster parental involvement in the schools, provide positive input into educational policies, and hold the Boston Public Schools accountable for providing a quality education to all students. This series contains the records of parent councils at all levels: citywide (CPAC, CPC); district (CDACs, DPCs); and school councils (REPCs, SPCs).

[Link to finding aid I](#)

[Link to finding aid II](#)

0450.003 Office of General Counsel records 1975-1998 (Bulk, 1976-1990) 43 record cartons

Scope and Contents note

The Office of General Counsel (OGC), today known as the Office of Legal Advisors (OLA), has a mission to "provide quality legal services to the Superintendent of Schools and the Boston School Committee in a manner that is best aligned with the goals of improving teaching and learning within the Boston Public Schools". The OGC played an instrumental role in both the Morgan desegregation case (1974-1994) and the Allen special education case (1976-1996). The Office of General Counsel records document the work of this department on both cases, as well as, work on a few lesser-known cases.

[Link to finding aid](#)

[Link to finding aid: Morgan Case files](#)

[Link to finding aid: Allen Case files](#)

0450.004 Desegregation Related grants 1967-1986 (Bulk, 1972-1981) 23 record cartons

Scope and Contents note

The Desegregation Related Grants Collection contains the records of several Offices and individuals within the Boston Public schools relating, primarily, to three Grants: Elementary and Secondary School Aid Act of 1965 (ESEA); Emergency School Aid Act (ESAA) and Chapter 636, an Amendment to the Racial Imbalance Act. The federal ESEA was designed to provide resources to programs for disadvantaged students, and ESAA, as well as the State funded Chapter 636 Amendment, provided funds specifically for programs designed to ameliorate the effects of a segregated school system.

[Link to finding aid](#)

0450.005 Department of Statistics records 1967-1973 2 record cartons

Scope and Contents note

The Department of Statistics of the Boston Public Schools was responsible for the collection of data and production of reports pertaining to Pupils, Teachers, Departments, and Adult Education; maintaining a street directory and boundary lines of school districts; and maintaining a list of vacant seats at each school. It also produced statistics for the state and federal government required by the Massachusetts Racial Imbalance Act and the Civil Rights Act of 1964. The Department of Statistics Collection contains the files from 1967 to 1973 pertaining to Boston Public Schools students and teachers.

[Link to finding aid](#)

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9707 South End Project Area Committee (SEPAC)

Historical note

The South End Project Area Committee (SEPAC) was formed by a resolution of the Boston City Council passed on May 5, 1969 and affirmed by a vote of the Boston Redevelopment Authority Board on July 31, 1969. It served as a vehicle for citizen involvement in the South End urban renewal program with the endorsement of the Mayor, Boston Redevelopment Authority and the City Council. Powers of SEPAC were set out in various memoranda and documents issued by the Mayor's Office, Boston Redevelopment Authority and the United States Department of Housing and Urban Development (HUD). SEPAC could initiate, review and suggest changes in proposals; veto sponsors and developers; review and approve demolition plans; form committees for special proposals; sponsor legislation and ordinances; enter into contracts; and negotiate with the City of Boston through appropriate agencies. SEPAC members were elected every two years at elections conducted by the City's Election Department.

9707.001 Records 1969-1981 3 record cartons

Scope and Contents note

Includes minutes, correspondence, reports and issues of the SEPAC newspaper.

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8200 Suffolk County

Historical note

Suffolk County, established by the Massachusetts General Court on May 10, 1643, initially included Boston, Roxbury, Dorchester, Dedham, Braintree, Weymouth, Hingham and Hull. In 1793, most of the original Suffolk County except for Boston and Chelsea split off and became Norfolk County. In 1803, Hingham and Hull split off and joined Plymouth County. In the late nineteenth and early twentieth centuries, the annexation of adjacent towns to Boston increased the size of Suffolk County. Suffolk County includes Boston, Chelsea, Winthrop and Revere. Boston is the seat of Suffolk County.

8210 Charles Street Jail

Historical note

The North Jail on Leverett Street (the Leverett Street Jail) was built in the 1820s and served as the lock-up for the City of Boston and Suffolk County. The Leverett Street Jail also served as the House of Correction for Suffolk County until 1833 when a new House of Correction was built in South Boston. As the City and County lock-up the Leverett Street Jail held inmates who were awaiting trial and also those who had been sentenced to the House of Correction and were waiting for transport there. The Leverett Street Jail continued in its roles as the city lock-up and the county lock-up until 1851 when it was finally replaced by a new jail on Charles Street known as the Charles Street Jail (aka: the Suffolk County Jail.) The Charles Street Jail continued to serve as the lock-up for both the City of Boston and Suffolk County until it was replaced in 1991 by the new Suffolk County Jail on Nashua Street. The Suffolk County Sheriff operated both the North Jail and Charles Street Jail.

8210.001 Records 1862-1990 with gaps 45 volumes and 1 document case

Scope and Contents note

Includes one volume of personnel records, one volume containing statistics for the jail, a couple of logbooks documenting deaths, cases of insanity, escapes, paupers, sentences, punishments, personal property transfers, emergency contacts for inmates, as well as the daily population and guard schedule. The bulk of the collection includes Criminal Calendars and Daily Commitments. The Calendars cover the years 1967 through 1988 (with gaps) and are a record of inmate commitments to the jail. The Daily Commitments span the period from 1924 through 1987 with gaps and record the daily movement of inmates into and out of the jail. In addition, there are two volumes from 1875-1876 and 1878-1880 that also record inmates entering the jail.

[Link to finding aid](#)

8220 Suffolk County Board of License Commissioners 1868-1869

Historical note

Massachusetts departed for a single year from July 1868 to June 1869 from the policy of prohibition followed since 1852 when the Legislature enacted a prohibitory liquor law by allowing the granting of liquor licenses. The Suffolk County Board of License Commissioners was established to grant these licenses.

8220.001 Records 1868-1869 16 volumes

Scope and Contents note

Includes minutes of the Board of License Commissioners, record of Common Victualers in the City of Boston, records of applications and licenses granted, cashbooks, journal and indexes.

8230 Register of Probate

Historical note

The Suffolk County Probate and Family Court Registry is the administrative arm of the Probate & Family Court in the county. It handles legal cases involving wills, estates, guardianship, divorce, child custody and support, paternity, adoptions, change of name, etc.

Source: www.probatecourtianella.com/duties.htm

8230.001 Index, 1636-1893 published 1895 3 volumes

Scope and Contents note

"Index to the Probate Records of the County of Suffolk, Massachusetts from the year 1636 to and including the year 1893". These published volumes of the Probate indexes were prepared under an order passed April 3, 1893 by the Board of Aldermen acting as County Commissioners for the County of Suffolk.

8240 Register of Deeds

Historical note

The Suffolk Registry of Deeds is responsible for recording all documents relative to real estate including deed, mortgages, releases, and liens in the cities and towns of Boston, Chelsea, Revere and Winthrop. The Suffolk Registry has been recording deeds since the early 1600's. The Registry provides access to these documents for the purpose of checking ownership and to see if a title is clear (no liens against it) before the buyer purchases property or land. Documents are indexed in books by grantor and grantee, and assigned a unique book and page number.

Source: www.suffolkdeeds.com/about.asp

8240.001 Suffolk Deeds, 1629-1697 published 1880-1906 14 volumes

Scope and Contents note

Includes published volumes of the Suffolk Deeds, Books I-XIV. Members of the Suffolk Bar and others petitioned the Board of Aldermen to have the first volume of the Suffolk deeds printed verbatim. The Mayor approved the order on April 13, 1880 "to have printed, indexed and distributed the first volume of Suffolk deeds." In subsequent years, orders were passed and approved authorizing the printing of volumes II-XIV of the Suffolk deeds.

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8300 Transit Department

Historical note

A commission to promote rapid transit for the City of Boston and its suburbs was created by Chapter 365 of the Acts of 1891. The expenses of the Commission were paid one-half by the Commonwealth and one-half by the City of Boston. The Commission made a report to the Legislature, April 5, 1892, and a supplementary and final report May 16, 1892. Based on the findings of the Rapid Transit Commission, the Massachusetts Legislature authorized the creation of the Boston Transit Commission in July of 1894. The Commission had charge of the construction of the Tremont street subway, the Charlestown Bridge, the tunnel to East Boston, the Washington street tunnel, the tunnel under Beacon Hill from the new Cambridge Bridge to the Park street station of the Tremont street subway, the East Boston Tunnel Extension, Boylston street subway, and the Dorchester tunnel for train service. The official existence of the Boston Transit Commission terminated on July 1, 1918.

The Ordinance of 1918, Chapter 3, approved by the Mayor on July 2, 1918, established the Transit Department under the charge of a board of three commissioners appointed by the

Mayor, for the term of one year each. The board exercised the power and performed the duties formerly exercised and performed by the Boston Transit Commission as defined by chapter 185 of the Special Acts of 1918. The Acts of 1947, chapter 544 created the Metropolitan Transit Authority. In July of 1949, the Massachusetts General Court and the Governor approved chapter 572 of the Acts of 1949, entitled "An Act Amending and Revising the Act Creating the Metropolitan Transit Authority". Section 3 of this law inserted in St. 1947, c. 544, a new section 8A providing for the abolition of the Board of Commissioners of the Boston Transit Department, and the transfer of that department and of Boston's subways, tunnels, and rapid transit lines to the Metropolitan Transit Authority. Section 8A became effective when it was accepted by the City Council and approved by the Mayor on July 25, 1949.

8300.001 Records 1891-1949 56 volumes and 1 folder
Scope and Contents note

Records of the Rapid Transit Commission, 1891-1892; Boston Transit Commission, 1894-1918; and the Board of Commissioners of the Transit Department, 1918-1949. Includes minutes of each entity, financial journal of the Rapid Transit Commission, photographs used in the 12th annual report of the Boston Transit Commission showing views of East Boston Tunnel and Tremont Street Subway and publications. The publications include the Report of the Rapid Transit Commission of 1892, annual reports and select contracts.

[Link to finding aid](#)

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5100 Transportation Department
Historical note

The Boston Traffic Commission was established by Chapter 263 of the Acts of 1929. The Commission consisted of a commissioner and four associate commissioners. The Police Commissioner, Commissioner of Public Works, Chairman of the Parks Commissioners, and the chairman of the Board of Street Commissioners served as the associate commissioners, ex officio.

The Commissioners had exclusive authority to adopt, amend, alter and repeal rules and regulations relative to vehicular street traffic, and to the movement, stopping or standing of vehicles on, and their exclusion from, all or any streets, ways, highways, roads and parkways, under the control of the city. The Commission had the power to erect, make and maintain, or cause to be erected, made and maintained, traffic signs, signals, markings and other devices for the control of such traffic in the city and for informing and warning the public as to the rules and regulations adopted by the commission.

The Acts of 1957 chapter 253 and Acts of 1962 chapter 338 reorganized the Boston Traffic Commission. Acts of 1962 chapter 338 broadened the powers of the Commission to include off-street parking. Ordinance of 1962 chapter 9 changed the name of the Boston Traffic Commission to Traffic and Parking Commission and the name of Traffic Department to Traffic and Parking Department.

The powers and duties of the Traffic and Parking Commission, the Traffic and Parking Commissioner, and the Traffic and Parking Department were assumed by the Transportation Commission, the Transportation Commissioner and the Transportation Department respectively under the provisions of section 20 of Chapter 608 of the Acts of 1986.

The mission of the Boston Transportation Department is to promote public safety, manage the city's transportation network, and enhance the quality of life for residents of city neighborhoods. Accomplishment of the mission is ensured through the use of planning

coordinated engineering, education and enforcement.

5100.001 Publications 1986-1987, 1989, 1999 4 volumes
Scope and Contents note

Includes publications produced by the Transportation Department from 1986-1987, 1989, and 1999.

5110 Traffic & Parking Department

5110.001 Proceedings 1957-1959 1 record carton
Scope and Contents note

Minutes of the meetings of the Traffic and Parking Commission.

5110.002 Photographs 1948-1949 1 photograph box
Scope and Contents note

Photographs of streets scenes, intersections and crosswalks in downtown area and neighborhoods.

5110.003 Annual reports and publications 1935-1985 13 volumes
Scope and Contents note

Includes the annual report for 1960; Traffic Rules and Regulations from 1935, 1949, 1959, 1965 and 1976; and other reports produced by the Traffic & Parking Department. Annual reports can also be found in the [City Documents series](#).

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2400 Treasury
Historical note

The Collector-Treasurer has the care and custody of the current funds of the City, of all monies, properties and securities placed in his charge by any statute or ordinance, or by any gift, devise, bequest or deposit and pays all bills and demands against the City.

The earlier treasurers were chosen by the Selectmen; from 1660-1690 the choice was made sometimes by the Selectmen, sometimes by the town meeting; afterwards by the latter only. Chapter 7 of the Acts of 1802 established the Treasurer of the Town of Boston as the Collector of taxes. Chapter 176 of the Acts of 1875 established a separate office of Collector. Said Collector received the powers previously possessed by the Treasurer as collector of taxes, and would also collect and receive all assessments, betterments, rates, dues and money payable on any account to the City of Boston or the County of Suffolk. The Collector was required to pay over to the Treasurer within twenty-four hours any and all money received by him.

Section 65 of Chapter 2 of the Ordinances of 1954 reorganized the Treasury Department by abolishing the office of City Treasurer and substituting therefore the office of Collector-Treasurer.

2400.001 Mayor's drafts 1820-1870 April 42 volumes
Scope and Contents note

Requests by the Mayor to the City Treasurer to pay persons named the sums listed. From 1820-1822, the requests are made by the Selectmen.

2400.002 Record of payment of drafts 1822-1838 10 volumes
Scope and Contents note

Record of payments of the drafts of the Mayor and Aldermen and County drafts of the Mayor and Aldermen. Volume 1 includes payment of drafts of the Overseers of the Poor.

2400.003 Receipts for City drafts 1834-1871 42 volumes
Scope and Contents note

Record of receipt of payment of city draft. Includes amount and signature.

2400.004 Record of unpaid drafts 1831-1852 2 volumes
Scope and Contents note

Lists of unpaid drafts with disposition of item.

2400.005 Record of Emigrants landing 1837-1847 3 volumes
Scope and Contents note

Includes lists of vessels arriving and names of passengers.

2400.006 Record of suits against the City 1881-1927 with gaps 2 volumes
Scope and Contents note

Record of suits against the City in which summonses have been served upon the City Treasurer for 1881-1899 and ?-1927. Includes date, name of plaintiff, attachment, course of action, and date returnable to Superior Court and Municipal Court.

2400.007 Correspondence 1875-1881, 1908-1909 2 volumes
Scope and Contents note

One letter-copy volume of City Treasurer correspondence.

2400.008 Correspondence files circa 1926-1958 12 record cartons
Scope and Contents note

City Treasurer's files of departmental correspondence, Commonwealth departmental correspondence and correspondence with banks. This collection is unprocessed.

2400.009 City Wharf records 1829-1832 3 volumes
Historical note

The Faneuil Hall Market Committee secured for the city the flats to the east of Faneuil Hall which included fifty-seven thousand six hundred and forty-five feet square of wharf and the right of dockage on threes sides of said proposed wharf. The City Council, despite pressure to sell the rights, decided to hold on to the rights until the flats were filled up. In 1832, the City Council leased the wharf and dock rights for twenty years on an annual rent of ten thousand dollars, on condition that ten substantial brick stores should be built upon them and should revert to the city in fee simple at the end of the lease. In 1852, the wharf, dock rights and stores reverted to the City and were sold.

Scope and Contents note

Includes record of City Wharfage, 1829-1832; List of Vessels laying at City Wharf, 1829-1831; and financial journal, 1829-1832. City Wharfage volume lists date, name of vessel, list of items on board and charge. Vessels laying at City Wharf volume lists date, name of vessel, place, master, owner or agent, time of leaving, number of days at wharf, and fee.

2400.010 Trust fund records circa 1903-1980 approximately 47 volumes and 1 record carton

Scope and Contents note

Includes trustees papers which consist of correspondence, receipts, votes etc. relating to city trust funds, 1917-1978; investment ledgers, circa 1905-1979; cashbooks and journals, 1923-1962; and other miscellaneous financial records.

2400.011 Police fund records 1871-1890 2 volumes

Scope and Contents note

By ordinance passed June 17, 1870, all monies received by police officers for fees as witnesses and paid by them into the City Treasury would be kept as a separate fund and be invested and managed by the Mayor, City Auditor and City Treasurer. The income of said fund would be applied to the relief of persons who received an honorable discharge from the Police force by reason of sickness, age or other inability and in necessitous circumstances and also to the relief of widows and orphans of those who died in the service of the city. Includes minutes, journal and ledger of the administrators of the Police Fund, 1871-1890.

2400.012 Record of receipts and disbursements 1886-1985 with gaps 62 volumes

Scope and Contents note

Includes Daily Abstracts of Receipts and Disbursements, 1886-1914 and 1917-1918; Monthly Abstracts of Receipts and Disbursements, 1886-1902; and General Abstracts, 1921-1985 with gaps. Some volumes are in extremely poor condition.

2400.013 Record of Expenditures 1809-1819 with gaps 8 volumes

Scope and Contents note

Ledgers documenting expenditures of the Town of Boston, 1809/1810, 1812/1813-1813/1814, 1815/1816-1819/1820. Expenditures are listed by department or account.

2400.014 Financial records circa 1822-1980 approximately 600 volumes

Scope and Contents note

Various financial records kept by the City Treasurer. Includes ledgers, journals, cash books, records of bonds, records of debt, etc.

Annual reports 1954-1976 with gaps 18 volumes

Scope and Contents note

Includes copies of annual reports for the years 1954-1955, 1957-1961, 1963-1964, 1966 and 1968-1976. Annual reports can also be found in the [City Documents series](#).

2410 Collector

2410.001 Commitments circa 1822-1973 approximately 400 linear feet

Scope and Contents note

Records documenting the collection of taxes for real estate, personal estate and polls. Usually lists name, amount of tax assessed and amount paid or abated.

2410.002 Record of Rents 1819-1940 with gaps 9 volumes

Scope and Contents note

Records of rents received for use of city-owned properties. Properties include Faneuil Hall, Faneuil Hall Market, Old State House, surplus school buildings and fire stations, etc. Includes Rent book, 1819-1852; Rent receipt book, 1850-1853; Rent book "B" and "C", 1882-1915; and Rent books, 1919-1940.

2410.003 Tax title records circa 1847-1960 288 volumes

Scope and Contents note Records relating to tax titles. Includes Records of Deeds for Sales of Estates for taxes, Record of Tax Title notices, Record of Tax Title takings, Schedule of Real Estate to be sold for taxes and other miscellaneous records.
2410.004 Tax demands 1882-1887 6 volumes Scope and Contents note Record of serving demand for payment of taxes by Constable/Deputy Collector.
2420 Sinking Fund Commissioners Historical note A Board of Commissioners of Sinking Funds for the payment of redemption of the city debt was established by ordinance passed December 24, 1870. Section 26 of Chapter 486 of the Acts of 1909 prohibited the further establishing of sinking funds. An exception was afterwards made by the Legislature regarding loans for Rapid Transit purposes. Chapter 2 of the Ordinances of 1954 placed the Board of Commissioners of Sinking Funds in the Treasury Department but not subject to the supervision or control of the Collector-Treasurer.
2420.001 Proceedings 1871-1919 7 volumes Scope and Contents note Minutes of the meetings of the Board of Commissioners on the Sinking Funds for the payment or redemption of the City Debt.
2420.002 Monthly Statements 1923-1952 30 volumes Scope and Contents note Printed copies of the monthly statements of the Sinking Funds submitted to the Mayor and City Council.
2420.003 Sinking Fund requirements 1882-1948 4 volumes Scope and Contents note Record of the monthly requirements for the operation of the sinking funds.
2420.004 Sinking Fund votes 1909-1951 2 volumes Scope and Contents note Records of votes taken by the Board of Sinking Fund Commissioners.
2420.005 Sinking Fund receipts 1935-1943, 1951-1958 2 volumes Scope and Contents note Includes receipts, correspondence, etc. of the Sinking Funds.
2420.006 Financial records 1870-1985 approximately 45 volumes Scope and Contents note Includes Ledgers of the Sinking funds, 1881-1894, 1921-1955; Cashbooks and Journals, 1881-1985 with gaps; Schedules of Investments, circa 1881-1945; Drafts, 1877-1898; Receipts and Disbursements, 1870-1882; and other miscellaneous volumes.
2430 Suffolk County
2430.001 Record of fees received in Police and Justices' Court 1822-1859 13 volumes Scope and Contents note

<p>In 1822, the Police Court was established for criminal cases and the Justices' Court was established for civil cases. Includes records of the amount of fees received by the Clerk of the Justices Court for the County of Suffolk, 1822-1859; records of fines, costs etc. received in the Police Court, 1822-1859; and record of fees received in Justices and Police Court, 1824-1830.</p>
<p>2430.002 Record of fees for prisoners committed (carriage fees) 1856-1865 5 volumes Scope and Contents note</p> <p>Record of fees paid for transport of prisoners. Includes no. of case, name, offense, station, officer and amount of fee.</p>
<p>2430.003 Record of Officer and Witness fees 1854-1871 20 volumes Scope and Contents note</p> <p>Records of payment and receipt of fees for witnesses and officers in the Police Court.</p>
<p>2430.004 Record of fees in cases of truancy 1855-1858 1 volume Scope and Contents note</p> <p>Record of receipt of fees paid to officers and witnesses in cases of truancy.</p>
<p>2430.005 Record of fees in cases of insanity 1862-1874 2 volumes Scope and Contents note</p> <p>Record of receipt of fees paid to officers and witnesses in cases of insanity.</p>
<p>2430.006 Record of fees paid for inquests 1827-1879 with gaps 11 volumes Scope and Contents note</p> <p>Record of fees paid for inquests, 1827-1848, 1854-1864, 1969-1879; and state inquests, 1874-1877. Includes name of deceased, date, jurors, coroner, constable, witnesses and amount paid. The volumes for the years 1854-1864 include fire inquests.</p>
<p>2430.007 Police Court returns 1823-1852, 1855-1860 28 volumes Scope and Contents note</p> <p>Accounts of bills of cost in criminal cases brought before the Police Court in the City of Boston within and for the County of Suffolk in which cases were final and terminated in said court. Includes case number, date, defendant's name, offense, officers' fees, court fees and witnesses.</p>
<p>2430.008 Record of Court fees 1822-1874 15 volumes Scope and Contents note</p> <p>Record of court fees paid by the City Treasurer for Municipal Court, jurors, inquests, Police Court and Supreme Judicial Court.</p>
<p>2430.009 Record of Municipal Court fees 1822-1852 11 volumes Scope and Contents note</p> <p>Record of fees paid for witnesses, officers, etc. in the Municipal Court.</p>
<p>2430.010 Bills of Cost for Jurors etc. 1824-1861 8 volumes Scope and Contents note</p> <p>Record of receipt of payment for jurors, etc.</p>
<p>2430.011 Bills of Cost for Civil Superior Court 1862-1879 2 volumes</p>

Scope and Contents note

Record of amounts paid to traverse jurors, grand jurors, officers, witnesses, etc. in the Civil Superior Court.

2430.012 Bills of Cost for Criminal Superior Court 1870-1879 2 volumes

Scope and Contents note

Record of amounts paid to traverse jurors, grand jurors, officers, witnesses, etc. in the Criminal Superior Court.

2430.013 Bills of Cost for Supreme Judicial Court 1824-1838, 1847-1849 5 volumes

Scope and Contents note

Record of fees paid in the Supreme Judicial Court. Includes amounts charged to the Commonwealth.

2430.014 County drafts of the Municipal Court 1864-1879 5 volumes

Scope and Contents note

Includes County drafts for Police Court, 1864-1867; County drafts for Municipal Court for criminal business, 1867-1879; and County drafts for Municipal Court for Civil business, 1867-1879. Includes record of bills for charges and expenses arising in said court.

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6400 Veterans' Services

Historical note

The Soldiers' Relief Department was created as a department of the City of Boston by Chapter 441 of the Acts of 1897, and was under the charge of a commissioner appointed by the Mayor. The Commissioner had the responsibility of distributing State and City aid to soldiers in the City of Boston, powers which had previously been vested in the Mayor and the Board of Alderman.

The Department of Veterans' Services was established by Chapter 9 of the Ordinances of 1946 (Revised Ordinance 1947, Chapter 37). It was headed by a Director who was also the Soldiers' Relief Commissioner and who was appointed by the Mayor and confirmed by the City Council. The Department took over the powers and duties formerly vested in the Soldiers' Relief Department. Aside from the distribution of funds the Department maintained an office to provide information, advice and assistance to veterans of all wars to enable them to procure the benefits to which they were entitled relative to employment, vocational and educational opportunities, hospitalization, medical care, pensions and other veterans' benefits.

The Veterans' Services Department was established by Section 66 of Chapter 2 of the Ordinances of 1954. It replaced the Department of Veterans' Services and is headed by a Commissioner appointed by the Mayor. The department is responsible for the distribution of aid and providing information as well as marking graves through the Graves Registration Division.

6410 Soldiers' Relief Department

6410.001 Disbursements 1861-1898 131 volumes

Scope and Contents note

Monthly payments of allowances of State Aid to disabled soldiers and sailors, and to the families of those killed in the civil war were made by the City Treasurer at the Charity Building to persons designated by the Board of Aldermen. The Soldiers' Relief Department

took over this responsibility in 1897. Includes records of disbursements of state aid from 1861-1898.

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